

CENTRAL WASHINGTON UNIVERSITY

PROFESSIONAL EDUCATION ADVISORY BOARD (PEAB) SCHOOL ADMINISTRATION PROGRAM

January 30, 2004 (*revised*)

Meeting Minutes

ATTENDING: Dr. Jack McPherson, Dr. Leland Chapman, Dr. Gary Shelly, Mr. Paul Coppin, Dr. Kristine Brynildsen-Smith, Dr. Gretta Merwin, Dr. Tim McGlothlin, Dr. Harry Vanikiotis, Ms. Crystal Weddington

GUESTS: Dr. Connie Lambert, Associate Dean of the College of Educational Professional Studies

RECORDING: Crystal Weddington

1. Tim McGlothlin called the meeting to order at 9:00 AM.
2. Dr. Harry Vanikiotis, Superintendent of the Eastmont School District, was introduced as the newest member of the PEAB.
3. The meeting minutes from October 23, 2003 were unanimously accepted.
4. The January 30, 2004 agenda was approved by all.
5. **OSPI and NCATE visits:** Dr. Lambert informed the PEAB of the March 2006 NCATE audit. This audit will also be when OSPI will conduct their audit of the Teacher PEAB in addition to the Administrator PEAB. Each PEAB will be required to submit paperwork (i.e., minutes, agendas, membership lists, etc.). Judi Robinette will be responsible for housing the required paperwork. The major concern for CWU's PEABs will be the absences and/or vacancies. Because CWU is in a central location, it requires all members to travel substantial distances to attend each meeting. At times during the winter months, traveling becomes a hazard, therefore, members do not attend. Dr. Chapman informed the Board that we still need to fill the Middle School Principal representative.
6. **Good News:**
 - Dr. McGlothlin's daughter is playing the oboe in the school band.
 - Dr. Merwin reported that the construction of the new high school is on time and on budget. She also was happy to say that her oldest grandson was recently accepted to Central Washington University. She hopes he decides to attend CWU.
 - Dr. McPherson reported that the Washington State University Cougars won their basketball game last weekend.

- Dr. Vanikiotis's 10th grade daughter received all A's on her report card. His oldest child is attending college in England. He is looking forward to making a trip to England to visit. Things are going well in the Eastmont School District.
 - Dr. Brynildsen-Smith's boys' football team won the state championship for the 2nd time. Out of four state scholars, three were from her school. The construction of the new high school is almost finished and came in under budget.
 - Mr. Coppin finished phone banking for the school levy. He and others made about 3,000 calls. Mr. Coppin is currently taking EDAD courses to pursue the Initial Principal's Certificate. His niece was selected to greet President Bush as he arrived in New Mexico.
 - Dr. Shelly reported that things are going well. The Department of Teacher Education Programs will be offering a new program in Lynnwood for fall quarter 2004, Special Education major with a Teaching English as a Second Language minor. Dr. Shelly will help run the program.
 - Dr. Chapman relaxed in Palm Springs over the holidays.
7. **TEP Chair's Report:** Dr. Shelly and Dr. Chapman reported the Chair's Report on behalf of Dr. Shorr. The MEDITS program is going through the external review. The department is hopeful that students will be able to begin the program fall quarter 2004. The paperwork for changing the Master's in Education School Administration program has been approved and will be reflected in the Fall 2004 catalog.
7. **PEAB Business/Informational:**
- a) Criteria for coursework for program: With the State increasing and/or changing the requirements for the Principal's Certificate, Dr. Chapman informed the Board that the Ed Admin program will need to address the criteria in many of the required courses in the program. Dr. Shelly and Dr. Chapman shared that the "climate" and "culture" in education issue is lacking not only in the graduate program, but also in the undergraduate program. Dr. Chapman also addressed the issue of the Research class (EDF 510) that all graduate students must take prior to completing the program. Dr. Chapman is finding students who do not know how to conduct research and/or read and analyze the data they find. An idea of creating a research course beyond the EDF 510 was suggested. Discussion followed.
- At this time, the PEAB would like to see a recommendation be submitted to the Dean regarding the EDF 510 course. From this point on, in order to receive the Administrative Certificate, all interns must show documentation that they took an active role in their school's School Improvement Plan. Attached is a spreadsheet showing the current issues that need to be addressed and some ideas and recommendations on how to satisfy each issue.

8. **Screening of Administrator Candidates:**

The following applicants were approved for full admission to the CWU Administrator Certification Program, spring quarter, 2004:

None

The following applicants were approved for conditional admission to the CWU Administrator Certification Program, spring quarter, 2004:

Victoria Frampton, Initial Principal (P-12) – needs EDF 507 and EDSE 512

Judi Lewis, Initial Program Administrator/Special Education (P-12) – needs EDF 507

Maria Ridenour, Initial Principal (P-12) – needs EDSE 512 and EDF 507

Michael Sita, Initial Principal (P-12) – needs EDSE 512 and EDF 507

The following applicants were not approved to the CWU Administrator Certification Program, spring quarter, 2004:

William Casey Buck II – missing the Educational Leadership Experience statement and a copy of a valid teaching certificate (3rd and final review)

Suzan Zakhary – missing recommendations from the Principal and Superintendent (3rd and final review)

Action taken for the following applicants from the October 23, 2003 meeting:

Paul Coppin – upon receiving the fourth recommendation from an administrator, he has been conditionally accepted – needs EDF 507.

Darren Erath – upon receiving the recommendation from the Superintendent, he has been conditionally accepted – needs EDF 507 and EDSE 512.

Margaret Kinney – she has decided to withdrawal from the application process.

Radford Smith – upon receiving the missing three recommendations, he has been conditionally accepted – needs EDSE 512.

10. **Next Meeting:** Friday, April 23, 2004, 9:00am

11. The meeting was adjourned at 12:30 PM.

Issue(s):

Recommendations

				9 Characteristics of High Performing Schools
Data Analysis	Data to drive instruction	SIP (6 elements)	No Child Left Behind	
Offer a more research based/driven educational leadership course	PEAB ensures issue is being addressed	Interns must take an active role in their school's SIP	PEAB ensures issue is being addressed	PEAB ensures issue is being addressed
Have a say in the curriculum of EDF 510	Each Ed Admin syllabus should address issue	Evaluate the previous experience of the intern	Each Ed Admin syllabus should address issue	Each Ed Admin syllabus should address issue
PEAB ensures issue is being addressed		Students should look at new kinds of assessment in the context of their school and develop an action plan.		
Each Ed Admin syllabus should address issue		PEAB ensures issue is being addressed		
		Each Ed Admin syllabus should address issue		