Minutes of Meeting – October 24, 2013

PRESENT: Warren Aller (WWU), Pamela Estvold (WASA), Leslie Harrington (WEA), Joseph Hunter (WWU), Bernardo Ibarra (WSCA), Diane Kirchner-Scott (WASA), Tod Klundt (AWSP), Don Larsen (WWU), Wayne Robertson (WWU), Ron Spanjer, Chair (WASA), and Francisco Rios (WWU, Associate Dean – ex-officio)

ABSENT: Arionda Feeney (WFIS), Andrew Frost (AWSP), Crystal Knight (AWSP), Michelle McKeown (WWU, Student Representative), Cindy Stockwell (WASA), and Gail Coulter (WWU, Chair of Special Education & Education Leadership Department – ex-officio)

SUPPORT: Judy Gramm (PEAB Support Staff)

SUMMARY:

1. Welcome and Introductions
2. Approval of May 10, 2013, PEAB Minutes
3. New Business
   ▪ PEAB Membership
   ▪ PEAB By-Laws
   ▪ 2012-2013 Annual Report from PEAB to PESB
   ▪ Review Five-Year Plan (2012-2017)
   ▪ Enrollment Report
   ▪ Residency Certificate Program
   ▪ Superintendent Certification Program
   ▪ Recruitment
   ▪ Marketing Plan
   ▪ Diversity Advisory Committee
   ▪ 2012-2013 Summary of PESB Actions Impacting WWU Educator Preparation and Support Programs
     ➢ Draft Professional Growth Plan Template
     ➢ Teacher-Principal Evaluation Project (TPEP)
   ▪ Principal & Program Administrator Benchmarks (Implement November 2013)
4. Suggestions or Items for Discussion by the Board
5. Confirmation of Remaining Meeting Dates for 2013-2014
   ▪ Thursday, February 20, 2014 (WWU – MH 258)
   ▪ Friday, May 16, 2014 (Everett CC—Gray Wolf Hall, Room 166 – 9:00 am-1:00 pm)
     (combined with afternoon Intern Portfolio Presentations)
6. PEAB Satisfaction Question (distributed each meeting)
7. Adjournment

The PEAB meeting of October 24, 2013, was chaired by Ron Spanjer.

1. Welcome and Introductions
   New and returning PEAB members were welcomed for the start of a new year of activities for 2013-2014; members were asked to briefly introduce themselves (name, current position, and which association/organization they are representing).
2. Approval of May 10, 2013, PEAB Minutes
   **MOTION:** It was moved by Leslie Harrington and seconded by Diane Kirchner-Scott that the PEAB minutes of May 10, 2013, be approved as distributed. Motion passed unanimously.

3. New Business
   - **PEAB Membership** – The PEAB Membership Roster was distributed; please let Judy Gramm know of any corrections/changes.
   - **PEAB By-Laws** – A copy of the current Administrator PEAB By-Laws was distributed to all PEAB representatives for information purposes.
   - **2012-2013 Annual Report from PEAB to PESB (Judy Gramm)**
     Judy Gramm provided a brief summary of PEAB’s 2012-2013 annual report to PESB. This report is comprised of two parts: (1) a web-based form which provides PESB with the necessary information for generating next year’s grant (information consisted of type of PEAB, PEAB fund balance as of June 30, 2013, total voting PEAB members for the 2012-2013 academic year with the number of voting members representing appropriate associations, and updated contact information); (2) an Excel spreadsheet providing dates of meetings, program type, PEAB name, recommendation type, standard, actual recommendation by PEAB, response type, and institution’s response.

     A finalized copy of this annual report was distributed to PEAB.

     **MOTION:** It was moved by Pamela Estvold and seconded by Tod Klundt that PEAB has seen, reviewed and approved the annual 2012-2013 Administrator PEAB Report. Motion passed unanimously.

     *A brief break was taken for refreshments and to acknowledge Judy Gramm’s upcoming retirement (45 years as of December 31, 2013) and to thank her for her many years as the Program Manager of the Educational Administration program and her role as support staff for the Administrator PEAB.*

     A copy of the following approved (2012-2017) Five-Year Plan was distributed for review/revision:
### PEAB FIVE-YEAR PROGRAM EVALUATION PLAN

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**Note:**
- The Initial Principal Certification program revision (based on 21 Domains) was approved by the SBE August 19, 1999.
- The Residency Principal Certification program (based on ISLLC Standards) was approved by the SBE June 18, 2004.
- The Initial Superintendent Certification program was approved by the SBE August 26, 2004; it was put on hiatus June 15, 2008, and was reactivated June 16, 2009.
- The Administrator Professional Certification program was approved by the PESB July 12, 2007; this program was placed on moratorium Fall 2011 and canceled Fall 2014.

**MOTION:** It was moved by Tod Klundt and seconded by Pamela Estvold that the PEAB Five-Year Program Evaluation Plan for 2012-2017 be adopted as revised, with review of Standard 2 (Accountability) during 2014-2015 and review of Standard 5 (Knowledge and Skills) during 2013-2014. The motion was passed unanimously.

- Enrollment Report (*Don Larsen*)
  The following chronological summary of the Educational Administration Program enrollment history and projections for the past ten years was provided and discussed.
As demonstrated by the latest statistics, although enrollments are slightly down when compared with our last report (Spring 2013), our numbers are up from the same period last year (Fall 2012). We anticipate that by the end of this academic year the numbers in our master’s degree and/or residency principal certification programs will continue to increase at all three sites. To continue to grow the program, we will need to replace the number of students (26) who completed their programs last Spring.

- Residency Certificate Program (Warren Aller)
  This year we have 32 interns in Bellingham (12), Bremerton (11), and Seattle (9); this is an increase of 6 from last year. We are very pleased to report that thus far, all is going well. In addition, 18 out of the 26 candidates who completed their certification programs last year have administrative positions this year. As reported last Spring, 504 graduates of WWU’s program are serving as administrators in 100+ school districts in the State.

- Superintendent Certification Program (Wayne Robertson)
  Currently 16 students are in the superintendent certification program (12 completing their 2nd year and 4 starting their 1st year). An additional 2-3 students have already indicated interest in starting the program next Fall (2014); in the meantime, we are actively recruiting for the new cohort. Link course content with internship and assignments; current interns are in the following 14 districts: Arlington, Bellingham, Bethel, Burlington-Edison, Federal Way, Ferndale, La Conner,
Marysville, Methow Valley, Mount Baker, Mount Vernon, Nooksack Valley, Sedro-Woolley, and Shoreline. Four of the current interns changed districts this year, and two districts changed superintendents.

- **Recruitment (Warren Aller)**
  In addition to our regular on-going recruitment efforts, we are hoping to be able to start offering our M.Ed. and principal certification programs in Pierce County, effective Winter Quarter 2014; specifically, we have been meeting with administrators in the Tacoma School District. We are also trying to get something going again in lower mainland British Columbia; the diversity of potential candidates from Pierce County and British Columbia will enrich us greatly.

- **Marketing Plan (Joseph Hunter)**
  We are reviewing and updating our market analysis/plan on an annual basis (e.g., electronic forms, on-going need to understand our financial position, push on marketing to keep our name out there, etc.); continuing to contact our graduates; implementing field-based marketing research (through Extended Education); and surveying our existing students and interns. As reported to PEAB last Spring, the survey responses were gathered face-to-face at multiple sites and were really rich; the survey will be conducted again this year.

- **Diversity Advisory Committee (Joseph Hunter)**
  This group of current students and recent graduates held their first meeting 6/20/13 as a Diversity Focus Group (subsequently, the name was changed to Diversity Advisory Committee) and began to explore what it is/was like as students in our program. Summary ideas indicated it felt universally good; supportive relationships were built; it is a rolling program; support from the Educational Administration program manager; other people of color in the program.

  Warren Aller and Joseph Hunter will meet next Monday, October 28 (2-4:30 pm at NSCC) with a few students of color to record video films for the Educational Administration website. The Educational Administration faculty will build a strategic plan and review recommendations from the focus group.

- **2012-2013 Summary of PESB Actions Impacting WWU Educator Preparation and Support Programs (Don Larsen)**
  - Draft Professional Growth Plan Template
    Charged with implementing during current (2013-2014) year for all programs.
  - Teacher-Principal Evaluation Project (TPEP)
    Knowledge and Skills in Standard 5 to be implemented by September 1, 2013—add content to program and syllabi now; revise curriculum during AY 2013-2014.
    - Common Performance Tasks (WCEAP) – a project is now required with Supervision.
    - TPEP is in motion big time in the school districts (this is a real-time movement—overly complex)
    - How this is playing out is being studied as it is being launched (collection of evidence, interpreting it, meeting with teachers, etc.)

**RECOMMENDATION:** Recommend we adopt PESB’s recommendation.

**MOTION:** It was moved by Pamela Estvold and seconded by Joseph Hunter that we adopt the State’s recommendation. The motion passed unanimously.

**MOTION:** It was moved by Joseph Hunter and seconded by Leslie Harrington that the Educational Administration faculty continue to modify program curriculum and syllabi. The motion passed unanimously.
MOTION: It was moved by Pam Estvold and seconded by Tod Klundt that PEAB representatives send Warren Aller recommendations for suggested changes to the Educational Administration curriculum that align with the TEP. The motion passed unanimously.

- Principal & Program Administrator Benchmarks (Implement November 2013) (Warren Aller)
  Educational Administration will go on-line to the OSPI website and distribute to PEAB a copy of the current ISLLC Standards (with Benchmarks).

  A copy of WAC 181-78A-270 (Knowledge & Skills) was distributed to PEAB for review. It will be on the agenda for review during a future meeting this year (February 20 or May 16).

4. Suggestions or Items for Discussion by the Board

There were none.

5. Confirmation of Remaining Meeting Dates for 2013-2014

- Thursday, February 20, 2014 (WWU – MH 258)
- Friday, May 16, 2014 (Everett CC—Gray Wolf Hall, Room 166 – 9:00 am-1:00 pm)
  (combined with afternoon Intern Portfolio Presentations)

The remaining meeting dates for 2013-2014 were approved.

6. PEAB Satisfaction Question (distributed each meeting)

Last Fall 2012 we were notified by PESB there is a new PEAB Satisfaction Question; data from that question is now incorporated in our annual PEAB report at the end of the year. *At the end of every meeting the PEAB will take a survey that includes a PEAB (data) Satisfaction Question. This reports the average of the attending voting members’ scores. If no data was presented at this meeting, we are to leave this item blank.*

**PEAB Satisfaction Question**

*The PEAB is welcome to add any relevant questions to this survey, but the survey will include the question below. This survey will take place at the end of each meeting.*

“Were you satisfied with the amount of actionable data (relevant, timely, and important) that was provided by the program at this meeting?”

Valid values

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<td>Somewhat Dissatisfied</td>
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7. Adjournment

**MOTION:** It was moved by Warren Aller and seconded by Diane Kirchner-Scott that the meeting be adjourned at 1:40 pm. The motion passed unanimously.

Respectfully submitted,

Judy Gramm