The PEAB meeting of October 15, 2015 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 2015-16; members briefly introduced themselves (name, current position, and which association/organization they are representing). Two new members have joined today – Laurel Browning, Superintendent, Burlington-Edison School District; and Aaron Darragh, principal, Bayview Elementary School, Burlington-Edison School District.
2. Approval of May 15, 2015 PEAB Minutes

**MOTION**: It was moved by Leslie Harrington and seconded by Tod Klundt to approve the May 15, 2015, minutes as submitted. Motion passed unanimously.

3. New Business

- **PEAB Membership** - the PEAB Membership Roster was distributed; please let Kimberly Caulfield 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.

- **2014-15 Annual Report from PEAB to PESB (Kimberly Caulfield)**

Kimberly Caulfield provided a brief summary of PEAB’s 2014-15 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, 2015, total voting PEAB members for the 2014-15 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. PESB funded PEAB $1,600 for 2014-15; it is expected the same amount will be funded for 2015-16.

**MOTION**: It was moved by Mariah Butenschoen and seconded by Laurel Browning to approve the 2014-15 Annual Report from PEAB to PESB as submitted. Motion passed unanimously.

- **Review of Five-Year Plan (2012-17) (Don Larsen)**

PESB requires the PEAB to review one standard a year. Last year, PEAB reviewed Standard Two. For the current year, PEAB will be reviewing Standard One (see below) at the February 18, 2016 meeting. A copy of the following approved Five-Year Plan was distributed. There are two tasks today. One is that PEAB approves the cycle of the review of the standards as shown below. The second part is that PEAB is provided a copy of Standard One at the October meeting, and in the winter meeting we ask that PEAB address Standard One.
**MOTION:** It was moved by Diane Kirshner-Scott and seconded by James Everett to approve the program evaluation review cycle. Motion passed unanimously.

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**Educational Administration**

**PEAB FIVE-YEAR PROGRAM EVALUATION PLAN**

*(Approved 10/18/12)*

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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, for one year and started a new cohort Summer 2009.
- The Administrator Professional Certification program was approved by the PESB July 12, 2007.
*Annual Review
The professional education advisory board has reviewed annually follow-up studies and placement records.

**Five-Year Review
The professional education advisory board has reviewed all program approval standards at least once every five years (this review process was implemented by OSPI/SBE September 23, 1996).

The five year schedules are as follows:
• At the request of OSPI, all five standards were reviewed in 1996-97; see minutes of October 17, 1996; January 9, 1997; and April 14, 1997, for details.
• During the five-year period 1997-2002, all five standards were reviewed; see the minutes of February 1, 2001, and May 23, 2002, for details.
• During the five-year period 2002-2007, all five standards were reviewed; see the minutes of May 22, 2003; May 20, 2004; January 31, 2005; March 30, 2006; and January 25, 2007, for details.
• On March 20, 2008, PEAB recommended that review of the five standards for Professional Administrator Certification be included in the five-year review schedule (2007-2012) established for Residency Administrator Certification (Principal).

Approval standards professional education advisory board (copied from the web)

Building on the mission to prepare educators who demonstrate a positive impact on student learning, the following evidence shall be evaluated to determine whether each preparation program is in compliance with the program approval standards of WAC 181-78A-220(1):

(1) The professional education advisory board has been established in accordance with WAC 181-78A-209.

(2) The professional education advisory board has adopted operating procedures and has met at least three times a year.

(3) The professional education advisory board has reviewed all program approval standards at least once every five years.

(4) The professional education advisory board annually has reviewed and analyzed data for the purposes of determining whether candidates have a positive impact on student learning and providing the institution with recommendations for programmatic change. This data may include, but not be limited to: Student surveys, follow-up studies, employment placement records, student performance portfolios, course evaluations, and summaries of performance on the pedagogy assessment for teacher candidates.

(5) The professional education advisory board has made recommendations when appropriate for program changes to the institution which must in turn consider and respond to the recommendations in writing in a timely fashion.
Of the Five Standards, the one that is most easily addressed is Standard One. Don Larsen addressed how Educational Administration meets the five requirements below.

1. We are diligent in maintaining the membership representation as required by PESB.
2. We adhere to the PEAB By-Laws (operating procedures), and we schedule three meetings a year months in advance.
3. PEAB reviews all program approval standards once every five years (see above).
4. Each year in the spring, we have our graduate assistant present to PEAB the outcome from three surveys, We survey people who are in their first year new administrative job, and those in their third year administrative job, we survey their supervisors, and survey students who are completing the program.
5. This is relatively new. Two years ago PESB wanted to start collecting evidence in a more regular manner than they would normally do in a site visit. Their next site visit is in 2019. The last site visit was in 2012, which was an exhaustive process where representatives from around the State of Washington participated. There is a great deal of information that is accumulated for a site visit. PESB now wants to do a “dip-stick” check as to what is happening in the program where on a regular basis they can receive data from a program and, from those data, make some determination as to the relative health of the program. PESB receives an annual report from us on recommendations that PEAB has made: and we can then accept/adopt those recommendations, act on them, and report to PESB our follow-up. PESB now requires that the PEAB has to specify if recommendations are for the principal program or the superintendent program, or both.

One component Educational Administration hasn’t done yet is historical job placements. We receive emails from our students about their placements, and then we keep track of this informally in an Excel spreadsheet. Twenty-four out of twenty-six of our June 2015 program completers were placed in jobs. We have not made this document available to PEAB, nor have we archived the information in the Woodring Information System. It is something that we can do. Don Larsen proposed that we formalize tracking of graduates in our Woodring Information System (WIS) from this point forward about the employment success of our students, and that we make this information available to PEAB. If PEAB agrees that PEAB is satisfied that Western’s Educational Administration program is in compliance with Standard One, PEAB does not need to review Standard One in the winter.

The question arose if we want to track employment placement initially, or long-term because it is hard to track after a few years. We have 100% knowledge of placements the first year, and we can usually track up to year three, but it is difficult four or five years out.
A question arose if Educational Administration could receive data from AWSP which tracks the placements of administrators for years. We don’t know if this is confidential data or not, but we could inquire.

**MOTION:** It was moved by Tod Klundt and seconded by Joseph Hunter that PEAB acknowledge that Educational Administration has shown successful compliance with Standard One, and request that in response to questions which arose today that the department proceed with establishing a protocol for a broader context of employment records, and bring that back to the winter meeting so that PEAB will know more as to what is involved in that and can act on it. Motion passed unanimously

- Enrollment Report and Recruitment *(Warren Aller)*

EDAD will target new student admits in Bremerton this year as our numbers are down at the Bremerton site. We advertised in ESD 114. The best way to recruit new students is by word of mouth. The current enrollment report was distributed to PEAB. A copy of the report is at the end of the minutes

- 2015-16 Principal Interns

A list of the 2015-16 Principal Interns and where they are interning was provided.

- Principal Certification Program Assessment Plan *(Joseph Hunter)*

Joseph Hunter reviewed Standard Two from last year. PEAB previously recommended that EDAD combine all curricular assessment data into one document. Joseph reviewed an assessment document *(Program Alignment with Conceptual Framework & State and National Standards)* which is now a Graduate School Requirement and will be posted on the Graduate School website. He added a last column to the form to address PEAB requirements. We will have the assessment document filled out by the winter meeting for PEAB to review.

- Superintendent Certification Program *(Wayne Robertson)*

We have ten admitted students this year; eight of whom are first-year students plus one has committed as a non-matriculated student this year. Two new students have committed for next fall. The program is no longer a cohort and students can enter at any quarter as a non-matriculated student or as an admitted student.
• Search for New Tenure-Track Position (*Joseph Hunter*)

Joseph distributed the position description for a new Assistant Professor position in Special Education and Education Leadership for which we are currently recruiting. The position closes January 8, 2016. Seventy-five percent of the EDAD courses are taught by non-tenure track adjunct faculty. This position will help correct this. We increased the IT Requirements from PESB and added this to the job description.

• Faculty/Program Research Projects

The EDAD faculty discussed their research projects:

- Female Superintendents’ Response to Mandates: Remaining True to One’s Ethics (*Wayne Robertson*)
- Description of Program Development: A Comprehensive Action Research Project (*Joseph Hunter*)
- Publication: “Working (With/out) the System: Educational Leadership, Micropolitics and Social Justice” (*Joseph Hunter*)
- EQ Study “The Search for ‘It’” (*Warren Aller and Joseph Hunter*)
- Publication: “A New Supervisor with a New Agenda: A Principal Ponders Political Options” in the *Journal of Cases in Educational Leadership* (*Don Larsen*)

Please see the list of projects shown above in the summary. These were reviewed with PEAB.

4. Suggestions or Items for Discussion by the Board

Dean Rios noted that there is a lot of conversation right now around the state about the need for new teachers. When he first started as the Dean about five years ago, it was difficult for new teachers to find full-time jobs and only about half of our teachers were being hired. That year the entire state hired 900 teachers. All of the teacher education institutions collectively produce about 2,500 teachers. Five years later, this year, the state hired 2,500 teachers. There is a state-wide meeting coming up that is being sponsored the Puget Sound ESD to talk about teacher recruitment and retention issues. There is discussion about relaxing the requirements for substitute teachers. The Dean asked the PEAB what the primary areas of needs are that they think in particular might be something for Woodring to think about, and any suggestions for Woodring as we think about what we are going to do.

There was a discussion about the teacher shortage.
5. Confirmation of Remaining Meeting Dates for 2015-16

Thursday, February 18, 2016, MH 258, 12-2 p.m.
Friday, May 13, 2016, Everett Community College, 9 a.m-1 p.m.

6. PEAB Satisfaction Question (Distributed each meeting)

The survey was distributed and collected from the PEAB.

7. Adjournment

**MOTION:** It was moved by Leslie Harrington and seconded by Joseph Hunter to adjourn the meeting. Motion passed unanimously.

Respectively submitted,

Kimberly Caulfield
### Enrollment – History and Projections
**Updated 10.5.2015**

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**IP** = In Progress

*Interns are already included in the enrollment count*