Western Washington University
Woodring College of Education

Educational Administration
PROFESSIONAL EDUCATION ADVISORY BOARD

Minutes of Meeting – February 18, 2016

PRESENT: Warren Aller (WWU), Laurel Browning (WASA), Mariah Butenschoen (EDAD Student Rep), Aaron Darragh (AWSP), James Everett (AWSP), Leslie Harrington (WEA), Joseph Hunter (WWU), Kevin Kaemingk (WFIS), Diane Kirchner-Scott (WASA), Tod Klundt (AWSP), Donald Larsen (WWU), Wayne Robertson (WWU), Ron Spanjer (WASA),

ABSENT: Diane Kirchner-Scott (WASA), Bernardo (Behr) Ibarra (WSCA), Gail Coulter (SPEL-WWU – ex-officio), Francisco Rios (WCE-WWU – ex-officio)

SUPPORT: Kimberly Caulfield (WWU/EDAD and PEAB Support Staff)

SUMMARY:

1. Welcome and Introductions
2. Approval of October 15, 2015, PEAB Minutes
3. Student Admissions Report (Ron Spanjer)
4. Director’s Report (Don Larsen)
   • Job Placement Tracking
   • Olympia/Shelton
   • .50 FTE position
   • CAEP
   • Recruitment/Marketing
   • PESB
5. Additional Reports
   • Enrollment Report (Warren Aller)
   • Superintendent Program (Wayne Robertson)
6. Assessment Report Plan for all Program Components (Joseph Hunter)
7. TOSA/Teacher Leader (Joseph Hunter)
8. Program Partnerships (Joseph Hunter)
9. Suggestions or Items for Discussion by the Board
10. PEAB Satisfaction Question (distributed each meeting)
11. Adjournment

The PEAB meeting of February 18, 2016 was chaired by Ron Spanjer.

1. Welcome and Introductions

   Members briefly introduced themselves (name, current position, and which association/organization they are representing).
2. Approval of October 15, 2015 PEAB Minutes

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

3. Student Admissions Report

The PEAB reviewed the current admissions report. Ron Spanjer noted that he has seen a surge in numbers in the Gig Harbor and Tacoma area.

4. Director’s Report *(Don Larsen)*

- **Job Placement Tracking** – This was discussed at the last PEAB meeting about formalizing a tracking system in the Woodring Information System. EDAD currently informally tracks graduate placements. PEAB recommended that EDAD contact AWSP about their tracking first and the possibility of EDAD using their report to track so as to not duplicate efforts. Don said he contacted AWSP about their principal position tracking report (a copy was provided to PEAB). AWSP does not track principals moving to a district office, or when they leave the principal role.

- **Olympia/Shelton** – The EDAD faculty met with Dick Cvitanich, Superintendent, Olympia School District, who is concerned about his district’s principal vacancies in Olympia. The only college option for a principal program in that area is St. Martin’s. We had hoped to offer classes in Olympia but we can’t because we need approval from NWCCU. The Olympia folks will take courses in Tacoma which is an approved site. The faculty also met with Alex Apostle, Superintendent, Shelton School District, and a group of ten prospective students. The folks from Shelton can take courses in Bremerton or Tacoma.

- **.50 FTE position** – We are hoping to hire Fred McCarthy at half-time starting fall 2016. He is teaching two classes this spring. This will help alleviate the number of adjuncts we normally hire.

- **CAEP** – Don is on a Woodring College steering committee for CAEP. Woodring is currently accredited by NCATE until 2019. Woodring is the only public university in the state that is doing national accreditation. It is a two-year process to collect the evidence. Woodring Teacher education is already collecting evidence. CAEP doesn’t have standards for principal accreditation yet. Don is attending a CAEP conference in March, and will have more to tell the PEAB at the May 2016 meeting.

- **Recruitment/Marketing** – We currently identify people we know from the state education directory. We find that the best practice is going to people we know. We are currently working on this, and letters will be mailed with response cards in the near future. We are sending letters to the entire Tacoma School District, and all of Pierce County.
- PESB – In California, you just have to pass a test to be a principal, and over 80% pass. In Washington, there is talk about taking a test to be certified. (California principals can get certified in Washington because it’s reciprocal.) The fifteen university educational administration programs are pushing back on a test requirement. All of these programs have common core tasks, and we are going to develop rubrics. The Standards Board has decided not to require a test.

5. Enrollment Report (Warren Aller)

Copies of the current enrollment report were provided to the PEAB (see attached). Warren Aller noted that we have a total number of 94 students, but we expect to be over 100 soon. He is working with 10-15 prospective students who are considering the program. Wayne Robertson noted that the Everett superintendent program has 10 admitted students and one non-matriculated student. He has five prospective students. We have great support from superintendents in the region.

6. Assessment Report Plan for all Program Components (Joseph Hunter)

In response to the PEAB’s request last year, EDAD has now developed a comprehensive assessment plan for all of our programs, and they are all on one document now. All of the state’s requirements are integrated into the plan and all of the program course requirements. This is driven by State Standard 5. To address PEAB’s request, EDAD added a column to the Program Alignment with Conceptual Framework and State and National Standards, which is now a Graduate School Requirement. The PEAB was provided a copy of the plan.

7. TOSA/Teacher Leader (Joseph Hunter)

The first TOSA cohort from Arlington/Marysville are finishing this quarter. Most of the eight students have applied or will apply to EDAD. The TOSAs take three courses – EDAD 541 Educational Leadership, EDAD 543 Supervision in the Public Schools, and EDAD 552, Planning for Curriculum Administration.

8. Program Partnerships (Joseph Hunter)

The School Improvement Project is partnering this year with the Blaine and Sedro Woolley school districts. They will identify new TOSAs. Student scholarships will be provided again. There will be a workshop for each school district. There will not be a keynote speaker this year due to reduced funding. Ron Spanjer noted that the TOSA program is a relevant and timely need.

9. Suggestions or Items for Discussion by the Board

There were none.
10. PEAB Satisfaction Question (*distributed each meeting*)

   The survey was distributed and collected from the PEAB.

11. Meeting Adjourned

   Respectively submitted,

   *Kimberly Caulfield*
# Educational Administration

## Enrollment - History & Projections

(updated 2-17-16)

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