Western Washington University
Woodring College of Education

Educational Administration
PROFESSIONAL EDUCATION ADVISORY BOARD

Minutes of Meeting – November 3, 2016

PRESENT: Mary Allen (WSCA), Warren Aller (WWU), Laurel Browning (WASA), Tim Bruce (WWU), Steve Clarke (WASA), Aaron Darragh (AWSP), Joseph Hunter (WWU), Kevin Kaemingk (WFIS), Tod Klundt (AWSP), Donald Larsen (WWU), Joshua Meese (WEA), Francisco Rios (WCE-WWU – ex-officio), Wayne Robertson (WWU), Fredrika Smith, (WASA) Ron Spanjer (WASA)

ABSENT: Gail Coulter (SPEL-WWU – ex-officio), James Everett (AWSP), Erica Rasmussen (WWU/EDAD student)

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

SUMMARY:

1. Welcome and Introductions
2. Approval of 5-13-16 PEAB Minutes
3. New Business
   ▪ PEAB Membership
   ▪ PEAB By-Laws
   ▪ 2015-16 Annual Report from PEAB to PESB
   ▪ Review Five-Year Plan (2012-2017)
   ▪ Review of Standard Three: Governance and Resources (WAC 181-78A-530)
   ▪ Enrollment Report
   ▪ Recruitment
   ▪ EDAD’s Use of Distance Learning in a More Formal Way
   ▪ Superintendent Certification Program

4. Suggestions or Items for Discussion by the Board
5. Confirmation of Remaining Meeting Dates for 2016-17
6. PEAB Satisfaction Question (distributed each meeting)
7. Adjournment

1. Welcome and Introductions

New and returning PEAB members were welcomed for the start of a new year of activities for 2016-17; members were asked to briefly introduce themselves. Warren Aller introduced new members Mary Allen, School Counselor, Edison Elementary; Joshua Meese, Teacher, Whatcom Middle School; and Fredrika Smith, Superintendent, Monroe School District. Erica Rasmussen, EDAD student representative, was not able to
attend today.

2. Approval of May 13, 2016 PEAB Minutes

**MOTION:** It was moved by Kevin Kaemingk and seconded by Tod Klundt, that the PEAB minutes of May 13, 2016, be approved as distributed. 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 informational purposes.
- **2015-16 Annual Report from PEAB to PESB**

  Kimberly Caulfield provided a brief summary of PEAB’s 2015-16 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, 2016, total voting PEAB members for the 2015-16 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 2015-16; it is expected the same amount will be funded for 2016-17.

  **MOTION:** It was moved by Laurel Browning and seconded by Steve Clarke that the PEAB reviewed and approved the 2015-16 annual report to PESB. Motion passed unanimously.


  A copy of the approved Five-Year Plan was distributed for review (see attached).

  A copy of Standard Three: Governance and Resources (WAC 181-78A-530) was provided to the PEAB (see attached). Educational Administration will report on Standard Three at the next meeting.

- **New – not on agenda (Dean Rios)**

  The Dean addressed current issues related to higher education. Additionally, he noted that PESB has had conversations of continued relevance of the PEABs, and if they should be continued to be funded by PESB. If PESB eliminates the requirement of PEABs and revokes funding, Woodring could decide to continue and fund the Teacher and
Administrator PEABs.

The Dean thanked everyone for their service, and for taking time out of their busy schedules to attend today.

- Enrollment Report (see attached) and Update on Recruitment (*Warren Aller*)

The vast majority of our graduates last year obtained jobs. Our students graduate with a great skill set plus the heart to do the job. Our numbers are up this year from this time of year last year. We always need to replace our interns who graduate. We have interns from Blaine to Jefferson County. Recruitment continues – we’ve had school districts (South Sound and Abbotsford, BC) invite us to present about the EDAD program.

Joseph noted that from the Arlington/Sedro Woolley TOSA program, six of the eight TOSAs continued with the program.

Don Larsen noted that we admitted 39 students for fall 2016.

Joseph hunter talked about the second group of TOSA’s which started in January 2016. There is no more funding now for scholarships, or release time for Joseph to plan and run the program. The WWU Foundation is continuing to work on obtaining additional grant funds. There are three classes which are part of the principal program which are the basis of the TOSA program. These classes are individualized for content which is tied to school improvement. Teacher leaders do not supervise. You can’t just put TOSAs in three principal courses without individualizing the content. This is why funds are needed.

- Distance Learning (*Joseph Hunter*)

The only way to maintain a principal program for students spread out throughout the state is to use the internet and video conferencing tools. Warren spoke about setting up a program for Abbotsford, BC. For students to come to campus, they would need an I-20. We could set up on online program in Abbotsford. We do not need to offer online courses at an approved site.

Joseph Hunter stated that Educational Administration is seeking approval for the program to use distance learning. The university has given us direction on how to do this. We are not moving to a 100% online program. We would still maintain our traditional program, but have the option to additionally offer an online program. We would use online, but 60% of the content would be online, and 40% face to face. Some of our courses do not lend themselves to online such as Developing Staff and Community Relations or Administering Elementary and Secondary Schools (field trips). The process for approving this is:

1) Need PEAB’s support to seek an online program
2) Need Woodring College of Education’s approval
3) Need approval from the university’s curriculum committees
4) Need approval from the Northwest Commission on Colleges and Universities

There is a growing need for students to take courses online. It’s not only British Columbia that is asking for this. This gives us a balance as we have had dramatic changes in technology and students are asking for this. By offering courses online, we do not need to obtain the Department of Education’s approval for an official site which takes at least a year. This would allow us to serve students where we do not have a critical mass.

**MOTION:** It was moved by Laurel Browning and seconded by Mary Allen that the PEAB supports and recommends that Educational Administration seek approval of an online Principal Program.

- Superintendent Program (Wayne Robertson)

We currently have eighteen students enrolled. We have students from the west in Hood Canal, to the east in Mt. Adams, to the north near the Canadian border, and to the south in Pierce County. There are six courses over two years (not summer quarter) plus a one-credit internship for six quarters. The courses are offered in a Friday night and all-day Saturday format, three times a quarter. The mentor superintendents provide strong support to the interns. The superintendents are involved in the student plan and meets quarterly with their intern. The program admits quarterly. We have five to six students in the Que. Our Superintendent students are getting jobs.

4. Suggestions or Items for Discussion by the Board: There were none.

5. Confirmation of Remaining Meeting Dates for 2016-17:

   Thursday, February 16, 2017, MH 258
   Thursday, May 11, 2017, Viking Union 462A

6. PEAB Satisfaction Question (distributed each meeting)

7. Adjournment

**MOTION:** It was moved by Warren Aller and seconded by Kevin Kaemingk to adjourn. Motion passed unanimously.
### Program Evaluation Focus

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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).
WAC 181-78A-530

Approval standard—Governance and resources.

The following requirements shall govern the professional certificate program:

1. Program leadership, authority, and budget.
   (a) An officially designated administrator is responsible for the management of operations and resources for the preparation program.
   (b) Budgetary allocations are sufficient for the program to assure that candidates meet state standards.

2. Personnel.
   (a) The program has adequate personnel to promote teaching and learning.
      (i) Specific program personnel are assigned the responsibility of advising applicants for certification and for maintaining certification records.
      (ii) The program has adequate field supervisors and other support personnel.
   (b) Qualifications and professional practices. Program personnel are qualified for their assignments by virtue of education, experience, and current understanding of research and best practices.
      (c) Performance and professional development.
         (i) Program personnel evaluate their own effectiveness in achieving program goals.
         (ii) The program evaluates personnel effectiveness in teaching and learning.
         (iii) The program provides opportunity for personnel to engage in professional development.

3. Program facilities and resources. The program has adequate facilities and resources to promote teaching and learning.

[Statutory Authority: RCW 28A.410.210. WSR 12-18-003, § 181-78A-530, filed 8/23/12, effective 9/23/12; WSR 09-22-023, § 181-78A-530, filed 10/26/09, effective 12/1/11; WSR 07-04-004, § 181-78A-530, filed 12/29/06, effective 1/1/06. Statutory Authority: RCW 28A.305.130 (1) and (2). WSR 06-02-051, § 181-78A-530, filed 1/14/00, effective 1/14/00. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) and (2). WSR 00-03-049, § 180-78A-530, filed 1/14/00, effective 1/14/00. Statutory Authority: RCW 28A.305.130 (1) and (2), 28A.410.010 and 28A.150.220(4). WSR 99-01-174, § 180-78A-530, filed 12/23/98, effective 1/23/99.]
## Educational Administration Enrollment History

*(updated 11-3-16)*

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*Interns are already included in the enrollment count. (Und = undeclared non-matriculated student not admitted yet)