Western Washington University
Woodring College of Education

Educational Administration
PROFESSIONAL EDUCATION ADVISORY BOARD

Minutes of Meeting – May 11, 2017

PRESENT: Mary Allen (WSCA), Warren Aller (WWU), Tim Bruce (WWU), Steve Clarke (WASA), Laurel Browning (WASA), James Everett (AWSP), Joseph Hunter (WWU), Kevin Kaemingk (WFIS), Donald Larsen (WWU), Joshua Meese (WEA), Erica Rasmussen (WWU/EDAD student), Wayne Robertson (WWU), Ron Spanjer (WASA)

ABSENT: Gail Coulter (SPEL-WWU – ex-officio), Aaron Darragh (AWSP), Tod Klundt (AWSP), Francisco Rios (WCE-WWU – ex-officio), Fredrika Smith (WASA)

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

SUMMARY:

1. Approval of February. 16, 2017 PEAB Minutes (Action)
2. Program Assessments (Mikylah Hunsaker) (Action)
   • Follow-up Assessment of 201516 First-Year Administrators (Principal)
   • Follow-up Assessment of 2015-16 Third-Year Administrators (Principal)
   • Formative Assessment of 2015-16 Interns (Principal)
3. Director’s Report (Don Larsen)
   • Update on Highline
   • Update on BC
4. Additional Reports
   • Enrollment Report (Warren Aller)
   • Superintendent Program (Wayne Robertson)
   • Tier Two Licensure (Tim Bruce)
5. Superintendent Intern Portfolio (Craig Baldwin)
6. Principal Intern Portfolios electronically via Big Blue Button (Steph Terry, Angela Howard)
7. PEAB Membership/Willingness to Continue to Serve on PEAB
8. Election of PEAB Chair (Action)
9. Suggestions or Items for Discussion by the Board
10. Confirmation of Proposed Meeting Dates for 2017-18 (Don Larsen)
    • Thursday, November 9, 2017
    • Thursday, Feb. 15, 2018
    • Thursday, May 10, 2018
11. PEAB Satisfaction Question (distributed each meeting)
12. Adjournment

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The PEAB meeting of May 11, 2017 was chaired by Ron Spanjer.
1. Approval of February 16, 2017 PEAB Minutes

MOTION: It was moved by Laurel Browning and seconded by Joseph Hunter, that the PEAB Minutes of February 16, 2017, be approved as distributed. Motion passed unanimously.

2. Program Assessments (Mikylah Hunsaker)

Mikylah presented program assessment data obtained from Survey Monkey on:

- Follow-up Assessment of 2015-16 First-Year Administrators (Principal)
- Follow-up Assessment of 2015-16 Third-Year Administrators (Principal)
- Formative Assessment of 2015-16 Interns (Principal)

Copies of the assessment data were provided to the PEAB (see attached).

MOTION: It was moved by James Everett and seconded by Laurel Browning, that the PEAB reviewed and acknowledged the program assessments. Motion passed unanimously.

3. Director’s Report (Don Larsen)

- Update on Highline
  The EDAD faculty have met with the Highline School District several times. We have twelve students signed up from Highline who will take classes at our Tacoma site until a new site in Burien is possibly approved at Aviation High School.

- Update on BC
  Canadian students used to make up 25% of our program. The EDAD faculty have been in discussion with Abbotsford, Langley and Chilliwack school districts about starting our M.Ed. program without certification in British Columbia. Our program will be a hybrid with a 60%-40% split – six courses will be online and four will be face-to face. We have received formal approval to run an online program anywhere. The students will not have any courses in Bellingham. They do not do an internship. Once they have their M.Ed., it is on-the-job training. We hope to start the first cohort in fall 2017. We need a minimum of fifteen students to run.

4. Additional Reports

- PEAB reviewed the enrollment report (see attached), and Warren reported that we have 47 principal students completing this June.

- Wayne reported on the Superintendent program. One student is completed fall, and another in winter. Six are completing in June. He is actively recruiting new students. He mentioned the program really appreciates support from superintendent mentors such as Ron Spanjer.

- Tim reported on the new proposed Tier Two Professional Certification. He is serving on a review committee made up of principals, superintendents, and university representatives which met in Olympia. They voted to eliminate the portfolio and return to clock hours. If PESB approves, it will revert to the school districts to enforce. PESB will have 10 new standards. The committee will meet again.

5. Presentation to PEAB - Superintendent Intern Portfolio (Craig Baldwin)

6. Presentation to PEAB - Principal Intern Portfolios electronically via Big Blue Button
7. PEAB Membership/Willingness to Continue to Serve

A poll was taken, and all members present were willing to continue to serve in 2017-18.

8. Election of PEAB Chair

**MOTION:** It was moved by Tim Bruce and seconded by Warren Aller to nominate Ron Spanjer as the chair of PEAB for 2017-18. Motion passed unanimously.

9. Suggestions or Items for Discussion by the Board

James Everett talked about in a program when we talk about discipline – there was not a discussion. Leave out?

10. The following meeting dates were confirmed by the PEAB:
   - Thursday, November 9, 2017
   - Thursday, Feb. 15, 2018
   - Thursday, May 10, 2018

11. PEAB Satisfaction Question

The survey was distributed and collected from the PEAB.

12. Adjournment

*Respectively submitted,*

*Kimberly Caulfield*