WOODRING COLLEGE OF EDUCATION
EDUCATIONAL ADMINISTRATION
PROFESSIONAL EDUCATION ADVISORY BOARD

Minutes of Meeting – February 15, 2018

PRESENT: Laurel Browning (WASA), Warren Aller (WWU), Steve Clarke (WASA), James Everett (AWSP), Joseph Hunter (WWU), Kevin Kaemingk (WFIS), Joshua Meese (WEA), Erica Rasmussen (WWU/ EDAD student), Wayne Robertson (WWU)

ABSENT: Mary Allen (WSCA), Tim Bruce (WWU), Gail Coulter (WWU, Chair of SPEL – ex-officio), Aaron Darragh (AWSP), Tod Klundt (AWSP), Don Larsen (WWU), Fredika Smith (WASA), Ron Spanjer, PEAB Chair (WASA), Horacio Walker, (WWU, Dean – ex-officio)

STAFF SUPPORT: Kimberly Caulfield (WCE/EDAD)

SUMMARY:
1. Welcome and Introductions
2. Approval of November 9, 2017 PEAB Minutes
3. Director’s Report (Warren Aller for Don Larsen)
   • Report on Standard Four: Program Design (WAC 181-78A-264)
4. Additional Reports
   • Recruiting Report (Warren Aller)
   • British Columbia Cohort (Warren Aller)
   • Superintendent Program (Wayne Robertson)
5. Suggestions or Items for Discussion by the Board
6. Reminder of Remaining Meeting Date for 2018
7. PEAB Satisfaction Question (distributed each meeting)
8. Adjournment

The PEAB meeting of February 15, 2018 was chaired by Warren Aller for Ron Spanjer.

1. Welcome and Introductions

Members briefly introduced themselves (name, current position, and which association/organization they are representing).

2. Approval of November 9, 2017 PEAB Minutes

It was moved by Kevin Kaemingk and seconded by Laurel Browning, that the PEAB minutes of November 9, 2017, be approved as distributed. Motion passed unanimously.


A list of course descriptions which outlines the focus of each course was provided to PEAB. Warren reviewed the content of the EDAD courses (see attached). The matrix of the course alignment with State Standard Five was also provided (see attached). The matrix shows where the standards are met in the EDAD courses. Warren noted that the standards are changing next year. Joseph talked about the
upcoming EDAD curriculum changes. He reviewed the M.Ed. courses on the course description list. Next fall, EDAD will have a reduction in courses. The four M.Ed. courses are the only ones that are sequential. We dropped EDAD 539 Education Leadership, and distributed its content to other courses. We dropped EDAD 549 Personnel. We added Personnel to EDAD 512 Policy, making it a five credit course with a new title, Policy and Personnel Studies in Educational Administration. We will now have a three course sequence in the research series. The M.Ed. students do a year-long research project and a final research paper. Their final written project is presented orally to the EDAD faculty in the comprehensive exam. Warren reviewed the required documents all students have to submit in Canvas for their electronic portfolio in order to be recommended to the Woodring Certification Office. They have to log their internship hours (540), and submit a reflection for fall, winter, and spring. If they received the internship grant, they have 20 days of leave which is covered by a substitute. We mentor the students on how to apply for the grant. Warren discussed the five seminars that EDAD provides to the interns. He noted that last year, 83% of our graduates got principal positions.

MOTION: It was moved by James Everett and seconded by Steve Clarke, that the Educational Administration program has met Standard Four. Motion passed unanimously.

4. Additional Reports

- Superintendent Report (Wayne Robertson)

Wayne distributed the Superintendent program flyer which describes the program and how to apply. The program admits three times a year. He reviewed the program courses. Wayne explained that the superintendent students submit the same forms in Canvas as the principal students. The courses are held in Everett at the WSU annex. The program also requires 540 hours of internship over two years. Wayne supervises the interns. He noted the program receives a lot of support from the field. We had one student who finished in the fall, one in the winter, and seven will finish this June. We have three new admits in the spring.

- Recruiting Report (Warren Aller)

We recently mailed letters with nomination cards to administrators in local counties. When the cards come back, Warren follows up and contacts the nominated students.

- Enrollment Report (Warren Aller) [No printout provided]

Warren noted that enrollment is down this year because we are no long doing the TOSA program. We have good enrollment in Burien. We are getting a good response in B.C. The B.C. program has a cohort of 14 students. They enroll winter, spring, summer, fall, winter. The students earn a M.Ed. in one year. Once the courses are reduced, the program will be one quarter less.

- Other

Warren talked about his diversity workshop for his students with seven speakers at Bellingham High School.
5. Suggestions or Items for Discussion by the Board

There were none.

6. Reminder of Remaining Meeting Date for 2018

   - Thursday, May 10, 2018, Miller Hall 258

7. PEAB Satisfaction Question

The survey was distributed and collected.

8. Adjournment

The meeting adjourned at 1:30 p.m.

Respectfully submitted,
Kimberly Caulfield

Attachments are below:
**EDAG 522 Policy/Paraeducator**
This course focuses on dealing with teachers in areas of ethical behavior, hiring and retaining quality professionals, looking at both state and federal resources, policies on teaching and learning, and institutional environments. You will learn how to formulate a vision plan and create a political action plan.

**EDAG 527 Introduction to Research (First course in the Research Sequence)**
This course is focused on learning research techniques and designing a written research project that is relevant to your district. Your research must be useful to your school in a practical way.

**EDAG 547 Alcohol (Second course in the Research Sequence)**
This course looks at literature, your research topic dictates.

**EDAG 276 Child Studies (Second and last course in the Research Sequence)**
This course gives you an opportunity to conduct your research. It is culminated by a written report on your research findings. Students at this point present a written paper and oral presentation that serves as a comprehensive examination and capstone. This will allow time for an expert on your chosen area of concentration.

**EDAG 547 Theory**
This course focuses on the ethics of leadership in all areas, not just the principalship.

**EDAG 200 School Law**
This course is fundamental to all educators who are responsible for various facets of education: building leaders, program administrators, personnel administrators, and policy makers. It is indeed a legalistic society in which we work.

**EDAG 305 Administrating Conflicts**
This course focuses on how to administer curriculum not just teaching skills. But supporting the entire teaching piece. It is highly focused on teaching and learning.

**EDAG 300 School Politics**
This course focuses on the major areas: how schools are organized and funded in Washington state; district issues, like the budget, levies, and bonds; school building issues such as building budgets, and AB 388.

**EDAG 210 Introductory Elementary and Secondary Schools**
This course is called the "EDAG Trip" course because we travel to 7 schools in the illustration and will visit all the administrative teams to ask how they meet student achievement, deal with personnel issues, and deal with the political realities of the school.

**EDAG 210 Developing Staff and Community Relations**
This course is focused on building and supporting a climate of building, dealing with classified staff. There is also a major focus on diversity in students and staff.

**EDAG 200 Introduction**
Of course the same expert ERP here and you will see it. But beyond that the focus is on collaboration, analysis of lessons, parent standards, and support of adults in positive ways.

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### EDUCATIONAL ADMINISTRATION PROGRAM – COURSE ALIGNMENT WITH STATE STANDARD V

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*NOTE: Comprehensive Program - Cover All Standards*

*X = Primary Coverage of Some Standards*

**S = Supplemental Coverage of Some Standards**