

# Professional Education Advisory Board Educational Administrator and Ed.D. Programs Meeting Minutes

April 26, 2019, 8-10am

(February 2019 meeting was cancelled due to inclement weather)

Room: CP303

**Attendees:** Michelle Arnett, Joe Belmonte, Jeff Chamberlin, Cindy Davis, Tom Edwards, Susan Morris, and Bernadette Ray.

**Staff attendees:** Dr. Ginger MacDonald, Dr. Rachel Endo, Dr. Rob MacGregor and Mary Chapman

Agenda Item	Description/Conversation	Decision/Next Steps
<b>last meeting's minutes</b>	Moved by Bernadette and seconded by Joe to approve the minutes.	Minutes were approved unanimously.
<b>INITIAL SUPERINTENDENT CERTIFICATION PROGRAM</b>	<p>Dr. Ginger MacDonald introduced one of her Cohort #2 members, Angelo Mills, who serves as the AP at Emerald Ridge HS in Puyallup. His practicum is based in the Puyallup School District. His dissertation is being completed at Chief Leschi School, centering on the impact that student voice has for SEL (social emotional learning). His outcome was to create a process for schools and districts to include student voice in their SEL curriculum. Many thanks to Angelo for a fascinating presentation of his research and work to date!</p> <p>Dr. MacDonald noted that eight students in Cohort #2 are earning their superintendents, or program administrator credentials. In Cohort #3, there are seven such students, who will work as interns under the supervision of Dr. MacGregor.</p> <p>Additionally, Dr. MacDonald noted that three other Cohort #2 students are pursuing interesting research for their dissertations. Those topics include collaboration inside an district-level administrative team, improvement of the nursing shortage via outreach to the nursing community, and the efficacy of on-line learning in alternative schools.</p> <p>Dr. MacDonald is retiring at the end of this quarter; best wishes to her upon this next step in her life journey!</p>	
<b>Intern Cohort #18</b>	Dr. MacGregor presented the demographics of the 18 members of this cohort. At this point, five interns have secured administrative positions which will begin on July 1, 2019. He is hopeful that more interns will be successful in their job hunt in the coming weeks!	
<b>Intern Cohort #19</b>	Dr. MacGregor presented the demographics of the 19 members of this cohort. Their districts are far-reaching, from Oakville and Centralia in the south to Bremerton and South Kitsap in the west and Kent in the east. This group met on April 16 for their orientation, during which time they were given their first SWAP assignment.	
<b>Field Supervisor Report</b>	<p>Mary noted that the seven field supervisors will stay in place for the coming cohort, and that they have already been matched to their interns based on geography and the number of interns each one wanted to support. She will work with Dr. MacGregor this spring and next fall to revise the application process for ED ADMIN candidates, to include a more thorough letter of recommendation from their mentor principal. The board talked about the need for successful candidates to not only have solid teaching experience, over two or more grade/content levels but also leadership at both the school and district levels.</p> <p>Mary also mentioned that the field supervisors will meet with their interns and mentor principals at one of these three dates: August 20 (Tacoma SD), August 21 (Federal Way SD) and August 22 (Franklin Pierce SD). Please contact her for more information; we encourage board members to attend if possible!</p>	
<b>Internship Advisory Board Report</b>	<p>This board, representing 16 local districts, met in October and April this year. Their purpose was to share their challenges and best practices, to give our ED ADMIN program feedback, and to wrestle with the challenge of a more diverse pipeline to administration. Through these meetings, these themes have emerged:</p> <ul style="list-style-type: none"> <li>• Most districts have an approval process for choosing interns</li> <li>• Most districts meet regularly with their interns, and have purposeful PD sessions</li> <li>• Most districts help their interns prepare for interviews</li> <li>• Most districts are still struggling with recruiting a diverse workforce; Highline SD is an active recruiter</li> </ul>	

<b>SOE new faculty hires</b>	<p>Dr. Endo introduced he names of the four new professors:</p> <ul style="list-style-type: none"> <li>• Dr. Robin Minthorn, Director of the EdD program</li> <li>• Dr. Billye Sankofa-Waters, Asst. Professor in the EdD program</li> <li>• Dr. Gordon Brobbey, Asst. Professor in the Special Education program</li> <li>• Dr. Kirsten Kawena-Begay, Asst. Professor in the new School Psychology program</li> </ul> <p>Additionally, Dr. Endo noted that Keshia Korman, the inaugural Director of Field Placements and Partnerships, died earlier this month. Her position is open, and Dr. Endo hopes to fill that job by June 1. Please pass along this information to potential candidates.</p>	
<b>Renaming program “School Leadership Program”</b>	<p>The board listened to Dr. MacGregor as he explained his rationale for a name change from the ED ADMIN program to the School Leadership Program. A lively discussion ensued. Joe proposed the name School Administrator Leadership Program.</p>	<p>The outcome of that conversation was that Dr. MacGregor will review the UWT SOE website for potential changes which could help perspective candidates navigate the information. He will also ask current cohort members for their thoughts on the web presentation.</p>
	<p>To answer the question of what titles other universities use:</p> <ul style="list-style-type: none"> <li>• Heritage: Principal and Program Administrator Certification Program</li> <li>• UW Seattle: Danforth Educational Leadership Program</li> <li>• UW Bothell: Leadership Development for Educators (LEDE)</li> <li>• St. Martins: School Administrator Certification Program</li> <li>• PLU: Principal Preparation Program</li> <li>• City U: Master of Education in Educational Leadership: Administrator Certification</li> <li>• WSU: Education Administrator Program</li> <li>• CWU: Administrator Certification Program</li> <li>• EWU: Principal Certificate</li> <li>• SPU: Principal Certification</li> <li>• SU: Principal Certification Program</li> </ul>	
<b>Problem of Practice: How can we increase the likelihood of aligning the SWAP work with the actual work of the school?</b>	<p>Dr. MacGregor reviewed the current SWAP requirements. The dilemma discussed was how to make this assignment as authentic as possible for all the interns.</p>	<p>The outcome of this conversation was that this work must be authentic in the schools. Interns need to share the work they are actually doing at their school sites during their public presentations at the end of the fall quarter. Dr. MacGregor will focus on this topic when he meets with the mentor principals in August.</p>
<b>AND/OR How many/which CPTs should we assess during Cohort 19?</b>	<p>Dr. Macgregor introduced this topic by reviewing the ISLLC standards, and noted that the NELP standards are the ones used to guide ED ADMIN programs in Washington state. Mary continued by explaining the draft document of four tasks which the UWT ED ADMIN program would like to institute for cohort #19. She asked for feedback from the board.</p>	<p>The board’s feedback included:  <u>Task 1:</u> needs to identify gaps, address disproportionality, and focus on equity of outcomes. TEDADM 576 covers this task to an extent.  <u>Task 2:</u> needs to implement best practices, which is now in course TEDADM 578.  <u>Task 3:</u> the UWT ED ADMIN program is strong in this area.  <u>Task 4:</u> The focus on mental health services was noted. CPTs 5.4 and 5.6 cover part of this task.</p>
<b>Meeting Satisfaction Survey</b>	<p><u>WHAT WENT WELL?</u></p> <ul style="list-style-type: none"> <li>• I appreciate the thoughtfulness in how you, Mary and Ginger present information--- in general you walk the talk and give the program authenticity. That means a lot to me.</li> <li>• Parking pass YEAH!</li> <li>• Up-dates on School of Ed, and program-specific work items</li> <li>• Up-dates on program hires and vision for programs/ distinctions between the leadership programs and names --- a good conversation. I also enjoyed listening to Angelo.</li> <li>• Agenda ahead of time with corresponding handouts and articles</li> <li>• Good conversations, thanks</li> </ul>	

	<ul style="list-style-type: none"> <li>• Time management is always--- I just enjoy listening and learning! Honestly, I feel like the program feels too intimidating for me to pursue as a teacher! I hope some of the high quality candidates and graduates end up in Puyallup. I do consider this group excellent “professional development.”</li> </ul>
	<p><u>WHAT WOULD MAKE IT BETTER?</u></p> <ul style="list-style-type: none"> <li>• Coffee--- that is all</li> <li>• Good coffee. I had trouble getting through the documents we reviewed in such a short period of time. Getting them in advance would help.</li> <li>• Maybe more partner talk and share outs (go around protocol, to hear from each person)</li> <li>• Coffee</li> <li>• No suggestions</li> <li>• N/A</li> </ul>
	<p><u>SOMETHING FOR THE FUTURE...</u></p> <ul style="list-style-type: none"> <li>• Aligned with the possible re-naming--- and I am still thinking on that--- despite intentionality, I am still frustrated by the number of students of color in the principal program. This year’s numbers look better than last. 19 over 18--- I know the pool from which you pull. The numbers are pretty dismal. But, still on my mind. Thank you!</li> <li>• Balance of practitioner v. academic leadership in program</li> <li>• The four tasks, and the specific SWAP timeline up-date</li> <li>• Understanding the coursework required of the leadership students</li> <li>• How to increase applications representing diverse populations</li> <li>• Review cohort feedback from May (2019)meeting, and up-dates on items discussed today</li> </ul>

The meeting was adjourned at 10:00am. minutes by mary chapman

**Final 208-19 MEETING:**  
  
**2019-2020 MEETINGS:**

**Cohort 18 Dinner and Exit Interview, 6-8pm, Room TBA**  
  
**Friday, October 25, 2019, 8-10am, room---**  
**Friday, February 14, 2020, 8-10am, room---**  
**Friday, May 1, 2019, 8-10am, room---**  
**Thursday, May 28, 2020, 6-8pm, room---**