

**Campbellsville University School of Education
Administrative Programs Advisory Council Meeting
February 19, 2019
Agenda**

Facilitator: Dr. Lisa Allen

Note taker: Natasha Nall

Meeting Items/Intention:

- I. Welcome and Introductions – Dr. Lisa Allen, Interim Dean**
- II. Discussion/Analysis of 2018 Principal Program Assessment Data**
 - a. Cohort - Boyle County
 - b. Traditional
 - c. Option 6
 - d. CAP (Continuous Assessment Program)
 - e. CAP 5 - Admission
 - f. CAP 6 - Halfway
 - g. CAP 7 - Program completion
 - h. Dispositional assessment based on EPBS document
 - i. Recently added socioeconomic status to diversity survey.
 - j. No CAP 7 candidates yet.
 - k. School Budget Project
 - i. Low score - consistency in indicators
 - 1. Developing time-line in the project is difficult - must start at beginning of course
 - 2. Issue with practicing principals - knowing where resources are
 - 3. If candidates have no council experience everything will be new
 - ii. What field experience do they get for this course - Hamilton - 10 hour requirement
 - 1. Interview with finance officer
 - 2. DOSE funding
 - 3. Federal Programs
 - iii. Additional experience in other course?
 - 1. Field experience critical to complete project
 - 2. Very little finance in the exam
 - 3. Several courses do deal with finance issues
 - 4. If candidate only has classroom experience this is very new for them
 - 5. Tweak other course field requirements
 - a. 802? - candidates meeting with director of human resources
 - b. Amend field requirement?
 - iv. Political side of how to get budget approved

1. Orr - getting site based council experience would have been helpful
2. 802 - one week site base task
3. School law course - it is one component
4. Orr - reflective practices course
5. "May be a good idea to go to working sessions" (Jan, May, Sep)
 - a. Which course?
 - i. Candidates wanted more emphasis on "red book"
 - ii. Get state red book training? - looking into it
 - iii. Coordinate red book training through districts?
 - iv. Spring? Human Resource course?
 - v. Highlight the importance
 - v. High Score - school budget project
 1. DOSE
 2. Federal programs
 3. Candidates felt like they were developing those type of relationships.

III. Program Improvement Decisions

IV. Development/Pilot of Instructions and Rubric for Admissions Essay – Dr. Valerie Flanagan, Assistant Chair of Graduate Programs

- a. Reviewed Leadership Essay Instructions
- b. Settles - want principals/superintendent to be more innovative - prospective teachers post link (instruction clip)
 - i. Include video component?
 - ii. Principals may not communicate as much in writing.
 - iii. Difficult to manufacture a video
 - iv. Flanagan - keep the 3 main components - but give the video option?
 - v. Orr - make sure the rubric is clear - not distracted by graphic presentation but scored on content - candidate focus on content
 - vi. Dr. Flanagan will work on the rubric and when ready Dr. Allen will get it to the Advisory Council.
 - vii. Think about length of the video
 1. 7 to 8 minutes? Flanagan - "no longer than 8 minutes"
 2. Time-limits on each aspect of the video?
- c. Criteria of Advanced Knowledge?
 - i. Language lifted from the statute
 - ii. Statute does not define
 - iii. Flanagan - some ideas for definition
 1. Council suggests adding criteria for "advanced knowledge"
 - iv. Hold off on defining advanced knowledge -
- d. Practitioners
 - i. Length? 7+ pages?

1. Allen - what length would it take for you to describe improvement? – when asked this question previously participants agreed on 7 pages - could be adjusted
- e. Settles - principal standards changing - for plans purposes if just small changes it would be the same - when will changes take place?
 - i. June 30th, 2021 – principal standards change
 - ii. Practicing principals not evaluated on those standards until 2021?
 1. No confirmation
- f. CU Principal Program already aligned to PSEL

V. Discussion/Analysis of DOSE Program Assessment Data

- a. DOSE - will now have to take the PRAXIS
- b. Aligned to ISLAC
- c. Candidates already have master's degrees
- d. CAP 5
 - i. Engages in Effective Practice/Reflection - low dispositional score
 1. Classroom teachers - should have experience with this
- e. CAP 6
 - i. Allen suggests program change - add disposition at CAP 6
- f. CAP 7
 - i. Engages in Effective Practice/Reflection is the high - good sign of improvement.
- g. Key Assessments
- h. Leadership Practicum Portfolio
- i. no analysis - needs to be realigned

VI. Program Improvement Decisions

VII. Update on Instructional Supervisor and DPP Programs

- a. EPSB has not gotten back yet
- b. CAEP - February submitted program
- c. Program submissions - Sep 2017 submission date
 - i. reviewed recently
 - ii. Revising program submissions - a lot of the changes are based on things that changed over the last 2 or 3 years - submitting current documents

VIII. Discussion on Development of Superintendent/Ed. D. Program

- a. Need 12 hours just for the Superintendent Cert.
- b. Courses to include?
 - i. 4 courses to cover a framework EPSB has laid out.
 1. Organizational leadership
 2. Intro to district leadership
 3. CIA
 4. Finance/Law/District Budget
 5. Transformational change
 6. Servant Leadership

- 7. Quantitative courses
- 8. Qualitative courses
- ii. Allen - EDD - 15 hours, 12 hours research qualitative quantitative
 - 1. Servant Leadership focused - a course
 - 2. dissertation - 15 hours
 - 3. Orr - Practicum approach? - in terms of practical application of working knowledge - the opportunity to appeal to candidates
 - 4. May not get through sacs without dissertation
 - a. ore - converted practicum into more formal paper
 - b. Allen- want this to be practical
 - 5. More K-12
 - a. K-12 practitioners? Allen - yes
 - b. Allen - want ppl doing their research in their own schools
 - c. Core, Superintendent, Dissertation?
 - d. Washington County, Shelby County - dissertations
 - e. Dissertation set of courses - specific to chapters being completed - could not move on without completion
 - f. Hamilton - Ultimate goal? - to promote completion - likes the idea of connecting it to district level dissertation
 - 6. Wilson - Ph.D - concern - are there enough people to advise the candidates?
 - a. Allen - CU has to document how many faculty we are devoting to this
 - i. long process to get programs approved
 - ii. Endorsements? for candidates who have different goals? Want opportunity to grow but want to teach- Allen - yes but will require more writing
- c. Next meeting - April, 8th 2019 10am

IX. Questions/Comments

X. Lunch

Attendees: Lisa Allen, Franklin Thomas, Kalem Grasham, Willie Foster, Kent Settle, Donna Patterson, Valerie Flanagan, Angela Frank, Rocky Wallace, Chuck Hamilton, Anthony Orr, Jacob Bryant, Julia Wilson, Natasha Nall,

Key Decisions:

1. Amend field requirement in 802 or other course to allow for more experience in budgeting.
2. Discussion to develop plan for Red Book training. Add to course or coordinate through districts.
3. Council approved addition of video element to Principal Program Essay. Dr. Flanagan will amend the essay instructions and rubric to give option to submit written essay or video essay.
4. Incorporate “working session” into course field hours - sessions meet in January, May, and September.
5. Add CAP 6 disposition requirement to DOSE program.
6. Research EDD course requirements:
 - a. Transformational Change - Dr. Orr
 - b. Finance/Law/District Budget - Dr. Hamilton
 - c. Servant Leadership - Dr. Wallace
 - d. Quantitative - Dr. Thomas
 - e. Qualitative - Dr. Allen
7. Next Meeting: April 8, 2019 10:00am