

Ed. Leadership Department Meeting

Date: December 8, 2015

Time: 10:30 a.m.

Location: SBET 127

Facilitator: Dr. Therese S. Eyermann

Recorder: Breanne Gibson

Attendees:

- Trudy Arriaga
- Cary Dritz
- Vicki Kelly (via Skype)
- Edlyn Peña
- Diane Rodriguez-Kiino
- Janice Tucker

Absent:

- Mike Owens (Jury Duty)

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Meeting Agenda

- Congratulations, Trudy!
- Updates and Issues of Common Concern
- Admissions Updates
- Template for EDLD Syllabi indicating online activities
- EDLD Community Partnership meeting
- 2016-17 Teaching Assignments
- New Tuition Increase Timeline
- First Year Review Process
- Other

Minutes

Congratulations, Trudy!

- Trudy's book was supposed to be out Dec. 15th, but has now ben moved to be out in mid-January
- Hopefully before superintendents symposium

Updates and Issues of Common Concern

- No updates mentioned at this time

Admissions Updates

- Trudy- Oxnard and Main campus MA and PASC programs
 - Four info sessions with about 8 attendees at each
 - It is most helpful when superintendents follow through with the fliers we give them for their teachers, principals, etc.
 - New initiative- give handouts/fliers to site supervisors (mostly principals) when meeting with fieldwork students at their respective sites
 - Upcoming info session in Fillmore- one of our students offered to organize it as part of her fieldwork
- Cary- Woodland Hills MA and PASC program
 - 2 info sessions with 2 candidates- both have applied
 - Reaching out to recent EdD alumni working in that area who may be able to recommend students to us- Nick Mize, Kurt Lowry and current students Mona Mallery (asst. principal) and Liz Adams (Diane will help with the introduction to Cary)
- Vicki- Santa Maria
 - Info. session tomorrow- not sure about RSVPs at this time
 - Are there fliers that she can get to pass out in her area? Are those specific to each area or the program in general?
 - Vicki will check with Luke on this
 - Open house conducted a few weeks ago with past, present and perspective students
 - 7 people picked up applications from that
 - Following up on emails for future information sessions; looking for some clarification on what marketing efforts she should continue on so she is not overlapping with other efforts by the university
- Graduate Admissions will be meeting with Graduate Marketing to more closely determine who is sending what information out, when, and to whom
- Edlyn- Doctoral program
 - Two info. sessions have been held- one in person and one online. About 8 attended in person and only 3 of the 5-6 who RSVPd attended online. The online engagement was not there; individuals didn't ask questions and it was a bit awkward feeling.
 - Ideas on how to make the online sessions more engaging:
 - Strong, pre-recorded presentation with someone there to answer questions. This would mean students would need to wait until end to ask questions, but this shouldn't be too cumbersome.
 - Recommendation to use "Zoom" instead of WebX, which has been used in the past. WebX doesn't give us the opportunity to see the attendees. Attendees may or may not wish to be seen.
 - Our next online session is in February, so it may be too late to make these changes by then, but look into for the spring semester. We would need to update any pre-recorded presentations each year for dates, tuition costs, etc.
 - Work with Harry to "spice" up the current presentation with more graphics, animation, etc. to make it more appealing

- Record the entire session: Pre-recording as well as Q&A session, and post online somewhere for students to view at their own leisure. Be sure to get clearance from those being recorded prior to posting.
 - One student commented having a different feeling from the CSUN info. session- CLU is more engaging and personable and he will be applying because of that.
- We may want to have further conversations about how to coach students who have done all of their educational work at Cal Lutheran and are now looking into the Cal Lutheran doctoral program as well.
- Bree attended NASPA in November
 - Bio with faculty who are presenting at the info. table
 - Next year is in Seattle- not worth it, but next time it is CA it may be worth it to get our name out at least

Template for EDLD syllabi indicating online activities (DRAFT template below)

- There will be meeting with GPEC tomorrow and would like to provide a template like the one attached to show what types of online activities we conduct to meet Carnegie hours
- Multiple templates- one for Master's (11-week term); one for EdD (15-week semester) and a separate one for four-unit courses in the doctoral program. The fieldwork classes might not fit under one template, either.
- Use the language “per class session” instead of “monthly”. Even though you may not be meeting weekly, there may be weekly assignments you give your students online.
- Other examples:
 - Trudy uses a “book club” where students get in groups of 4-5, read a book and discuss it together online. She, as the instructor, goes in to their “clubs” to provide comments, encourage students to get involved, etc.
 - Cary- Online research: students are provided a topic and are asked to come prepared with pros and cons of the specific issue, policy, etc. The research is conducted online and the discussion is then conducted in class, face-to-face.
 - Diane uses writing partners: Writing partners are both instructor led and individual. Instructor conducts activities in class with partners and there are outside of class or online meetings conducted individually. Instructor is included on peer-editing and other student conversations. This is used in 613, 610, 620 630 and 635
 - Fieldwork interviews: students are asked to interview someone in the field about the work that they do and report back to the class for further discussion. This is used in EDLD 617, 627, 572, 502.
 - Synchronous communication with classes using Skype: as a whole class, small groups, individually, etc.
 - Discussion boards have a single response, whereas a blog is continuous. A discussion board typically has a single author and a blog may have multiple authors with multiple threads.

EDLD Community Partnership Meeting

- Mike, Therese, Janice led the doctoral meeting; Trudy and Cary led the Master's group. There were about four individuals in attendance for each group.
- Though it was a smaller group than we were used to, they made up for it in enthusiasm.
- Quick take-aways (doctoral): They are interested in and happy to help us recruit. They are also interested in certificate programs and ongoing professional development opportunities.
- Quick take-aways (masters): Also spoke about recruitment efforts and ways they can help us. They are very interested in an HR academy- Cary requested to hold this through our Center for Innovation. There have been conversations about an instructional academy in the Santa Maria area in the next semester.
- Superintendents prefer the previously held breakfast meetings. The doctoral group preferred the evening meetings. They need at least 6 weeks advanced notice if possible. In the future, our meetings will be held individually so we can accommodate their timing needs.
- The Dean met with superintendents along with the Dean of the School of Management and presented a proposal for ACSA academies programs to focus on board governance, marketing strategies, HR and other topics. The purpose of these will be to provide additional training for site level supervisors who would like to further their experience in these areas.
 - We will need further conversation on how to market these and also make sure they don't take away from or deter students from our other educational leadership programs. On the contrary, could we use these to encourage students into the masters and doctoral programs?
 - These would be especially beneficial for private school administrators who may not have credentials or masters degrees.
- March 7th GSOE-wide community meeting will *not* have separate breakout meetings with our departmental partners, but instead we will celebrate our partnerships and have individual meetings with those partners at later dates:
 - Provide a window on a Doodle calendar and see when most partners are able to attend: April 4th through 29th. Eliminate Festival of Scholars evening. Two separate invitations: One in the morning for the Master's and an evening session for the doctoral program.

2016-17 Teaching Assignments

- Many of the Master's instructors continue over until the following year. Each program director follows up with them to secure their schedules.
- The doctoral faculty will meet on February 9th at 9:30am before the department meeting to finalize teaching assignments for the next academic year.

New Tuition Increase Timeline

- Tuition will raise in the fall semester/term now instead of the summer, so we will recommend that students fill out two Financial Aid applications when they enter the program: one for the summer and one for the following academic year beginning in the fall.

First Year Review Process

- Lory is looking for 12 new Taskstream accounts for students to upload their assignments for review.
- The process was shared with First Year students during their class this past Saturday. Students will upload their EDLD 617 Diversity Final paper and a 1 – 2 page reflection statement describing their growth along the STRIVE rubric. As agreed in our last department meeting

there will be no standard interview for all students. However students who faculty deem are not making satisfactory progress will meet with the chair to create a development plan and timeline.

Other?

- Dinner and Dialogue will be on January 19th from 6-9pm in Ullman Commons room 100. Our own Dr. Trudy Arriaga will be presenting on “Opening Doors: Cultural Proficiency Leadership”. Cost is \$20.00.

Meeting adjourned at: 12:00pm

Next meeting: February 9, 2016 @ 10:30am in SBET 127

(NOTE: doctoral faculty will meet at 9:30am to discuss teaching assignments)