

Educational Leadership Program Advisory Board Meeting

October 7, 2024 3:30 – 4:00 Webex

Attendees: Kurt Meader (Facilitator), Marcie Raol (notes), Jordan Young (student), Toni Poling (FSU), Mary Lynn, Kristen Smallwood (alumni)

Updates from Previous Meeting Discussions:

- Superintendent Internship process has started and is working for those students needing an internship experience for out of state certification.
- 2 have completed the Principal Internship and 4 are in the process of completing.

Focus Group Data – Fall 2024 data collection

- 2 completed virtually and 2 completed via a form
- Shared a document of summary feedback from the process (insert below or as a doc in the minutes area)
- Discussion following:
 - Need is the ethics of financial management, especially connected to ethics
 - Could make an objective as part of the internship process
 - Conversations about hard conversations might be best addressed in the internship as well
 - A challenge is handling discipline appropriately, looking at the student as a whole and not just every referral. Challenge is with multiple administrators in one school, consistency might be an issue
 - PBISworld.com?
 - Adding the Marion County Discipline guidelines to a course to look at and discuss might be of interest.

General Updates:

- Kurt – 30 in the graduates. Can you add the current numbers you gave here>

Strengthening our Program Enrollment Suggestions

- A challenge is that we need the three years experience. Toni asks that the advisory board shares anytime we might be able to participate to help recruit. Also mentions cohort pricing.
- Suggestion made: Reach out to alumni of FSU Education Programs.
- Make a one sheet to give to county boards of education concerning cohort pricing.

Educational Leadership Advisory Board

Meeting Minutes

March 19, 2024 3:30-4:00 PM WebEx

Attendees: Amanda Cayton (student), Adam Cheeseman (superintendent), Kurt Meader (Program Coordinator), Paul Mihalko (principal), Marcie Raol (Notes), Kristen Smallwood (student)

1. Welcome & Introductions – Kurt Meader

a. Greeting and introduction of new Advisory Board Members

Amanda Cayton and Kristen Smallwood, current students in program.

b. Review of meeting agenda

2. Questions about minutes from last meeting?

3. Program Coordinator Updates – Kurt Meader

a. First semester of the Principal Internship

- Previous discussion concerning Principal Internship not beginning until 2 courses successfully completed.
- Current enrollment in principal internship: 5 students enrolled in a portion. 1 credit = 80 hours.
- Amanda currently participating in the internship. Initial difficulty enrolling in a variable credit option this semester. Otherwise, things are working well.

b. Overview of new Superintendent Internship (optional for out of state candidates) – PowerPoint Used during the meeting and sent in email prior to meeting.

- Will begin this summer. One expected to enroll in the summer. Out of state students sometimes need the internship for state requirements and that is why it is being offered.
- Designed with NELP District-Level Standards.
- Supervisor is either a superintendent or an administrative position with superintendent certificate.
- 240 hours, each credit worth 80 hours. Possible for this to be completed over multiple semesters.
- Instead of a portfolio as in principal internship for final assignment, it will be a reflection paper.
- Aligned to NELP standards, but will vary based on area requirements.
- Real world experience at district level based on NELP standards.

4. Current Enrollment and help for student retention

- 29 students enrolled in all Educational Leadership Programs. Down from Fall enrollment of 54. A large cohort just graduated.

5. Marketing and Recruitment - New approaches to attract prospective students

- Currently revising the program sheet and will be sent out to the state administrator association in West Virginia to be distributed.
- Open to coming to K-12 faculty events which would help promote and build the program.
- Paul Mihalko has said he would help to distribute materials to Pennsylvania.
- Kristen Smallwood – would be willing to do a Q&A Session to help with any recruitment.
- Online tuition is the same no matter what state might be from.
- Why did the students select here? Local students and familiar with FSU. Previous graduates made recommendations.
- We will distribute marketing materials to advisory board members when prepared.

6. Open Forum for Board Members

7. Adjournment

Educational Leadership Advisory Board

Meeting Agenda/Minutes

December 6, 2023

3:30-4:15 PM

WebEx

Attendees: Marcie Raol, Toni Poling, Kurt Meader, Donna Heston, Mary Lynn Westfall, Paul Mihalko

Absent: Adam Cheeseman

I. Welcome & Introductions – Toni Poling

1. Dr. Kurt Meader, Program Coordinator

Toni provided an introduction to Dr. Meader and his role in the EL program. In the future, he will coordinate EL Advisory Board meetings and Toni will remain a member.

2. Marcie Raol, CAEP Coordinator

Toni introduced Marcie. Marcie gave an overview of her role as CAEP Coordinator.

3. Advisory Board Members

Toni gave a brief introduction to the members in attendance and Adam Cheeseman, who was absent.

II. CAEP Updates – Marcie Raol

Marcie gave an overview of our efforts toward accreditation thus far and a timeline for data collection as we move toward our onsite visit. Marcie spoke to the survey validity efforts and will re-send the request to our adjuncts to their K12 email addresses.

III. Program Updates – Toni Poling & Kurt Meader

1. Current Enrollment

Current enrollment is remaining around 50 students.

2. Admissions

We plan to keep our rolling admission efforts as that is considered a strength of our program.

3. Internship

Toni gave an overview of the history leading up to implementing an internship. Kurt reviewed the PowerPoint we sent to our advisory board for review with information on the internship. Several ideas were put forward for possible internship activities. Many of these were recorded in the chart (see below). The

internship was met with overall positivity.

We discussed the admissions gateway of successfully completing two courses prior to beginning the internship. The courses would vary depending upon when students are admitted to the program.

IV. Student Member of the Advisory Board – Toni Poling & Kurt Meader

Four names were submitted for possible advisory board members:

- 1. Kristy Moore – Dean of Students at Rivesville**
- 2. Valerie Rinehart – Asst. Principal at East Fairmont High School**
- 3. Dr. Christina Hare – Administrator in Special Education (Marion)**
- 4. Kristen Smallwood – Teacher, Morgantown High School**

Toni will work with Kurt to reach out to these candidates.

V. Recruitment Opportunities – Toni Poling & Kurt Meader

Recruitment is key to the ongoing success of the EL Program. Some suggestions for recruitment efforts included:

- Updated fliers including pricing for cohorts (Toni will speak to Amanda about pricing information)**
- Fliers at state conferences**
- Paul Mihalko has connections to schools in PA and is willing to work with those schools for recruitment efforts**
- Toni urged our advisory board to alert her or Kurt if there are opportunities to attend PD at the school or county level and speak directly to K12 faculty about our programs.**

Notes from the chat:

from Paul Mihalko to everyone: 3:41 PM

I apologize but I did not receive that survey. Could you send to pjmihalko@k12.wv.us?

from Raol, Marcie to everyone: 3:41 PM

Absolutely. I'll resend to everyone in the group in the morning.

from Paul Mihalko to everyone: 3:41 PM

Thank you!

from Poling, Toni to everyone: 3:41 PM

Absolutely! I will have Marcie send it to all of your K12 email addresses.

from Dr. Heston to everyone: 3:47 PM

I see that you do have it established that the mentor needs to be a practicing administrator. Do you have a minimum year of admin experience established such as 3 or 5 years?

from Poling, Toni to everyone: 3:47 PM

We do not and NELP doesn't specify. As long as the person has the certification, I believe we are covered.

from Poling, Toni to everyone: 3:47 PM

That's a great question.

from Dr. Heston to everyone: 3:49 PM

Thank you for distributing the internship across programmatic levels to broaden the perspective and highlight differences among them.

from Poling, Toni to everyone: 3:49 PM

Absolutely! We want this to be a meaningful and authentic experience that will best prepare them for whatever role they step into in the future.

from Dr. Heston to everyone: 3:50 PM

Well thought out!

from Dr. Heston to everyone: 3:53 PM

This allows candidates to dive deeper in to application of topics covered in the courses. Perfect.

from Dr. Heston to everyone: 3:56 PM

That's great experience in leadership as well - multitasking and extracurricular mindset.

from Dr. Heston to everyone: 3:56 PM

Exactly! Well said!

from Dr. Heston to everyone: 3:57 PM

Would that work as long as they have an administrator as a mentor? Great idea outside of the box.

from Dr. Heston to everyone: 3:58 PM

Could they also attend a principals academy that is a concept many districts are using now to add hours?

from Dr. Heston to everyone: 3:59 PM

Love that!

from Dr. Heston to everyone: 4:01 PM

Supetintendents have received fliers from other programs to distribute on our listservs.

from Dr. Heston to everyone: 4:02 PM

Talked to a Cabell County Assistant Super today and they are talking about a cohort they are running through - cheaper than Marshall. Please include pricing on flier.

from Dr. Heston to everyone: 4:03 PM

McDowell Super gave high praise of FSU program and a cohort they've run through.

from Poling, Toni to everyone: 4:04 PM

That's great to know!

from Dr. Heston to everyone: 4:04 PM

They candidate pool of administrators is getting smaller so this is something districts like ours would consider.

from Dr. Heston to everyone: 4:06 PM

Dr. Saxe of Cabell County is president of WVASA and likely a flier to state supers and county administrators to recruit as well.

from Paul Mihalko to everyone: 4:07 PM

I think that is fair

from Dr. Heston to everyone: 4:07 PM

Agreed - 2 under belt before internship

from Mary Lynn to everyone: 4:07 PM

Yes, I agree also

from Dr. Heston to everyone: 4:10 PM

That would be great to include in the booklet to show deeper dive into activities presented in the individual courses and the place they are when entering the internship depending on the 2 courses they've completed before jumping into the internship.

from Dr. Heston to everyone: 4:11 PM

Kristy Moore, Dean at Rivesville

from Dr. Heston to everyone: 4:11 PM

Dr. Hare County Admin in Special Ed