

Superintendent Certification Advisory Committee MINUTES

Meeting Date | Time 4/28/2021 11:30 PM | Meeting location Zoom WebEx

Meeting called by	Department of Educational Leadership	Attendees
Type of meeting	Program Advisory Committee	
Facilitators	Dr. Janene Hemmen Dr. Susan Borg	District, ESC, Higher Ed., and Community Representatives:
Note taker	Dr. Susan Borg	Hafedth Azaiez (district) Donna ISD Superintendent Mary Crismon (campus) Aldine ISD Assistant Principal Carolyn Fiaschetti (district) Anderson-Shiro Assistant Superintendent Carnelius Gilder (district) West Sabine ISD Superintendent LaTracy Harris (campus) Spring ISD Principal Ronnie Knox (higher ed) Sam Houston State University Lacey Little (ESC) ESC 6 Program Director Betsy Mijares (campus) Lufkin ISD Principal Stacey Moseley (campus) Conroe ISD Lead Counselor Matthew Pariseau (district) Spring ISD Assistant Superintendent Melissa Perzan (community) Katy Roede (district) Aldine ISD Chief of Schools Veronica Vijil (district) Fabens ISD Superintendent Educational Leadership Faculty: Dr. Susan Borg, Dr. Janene Hemmen

AGENDA TOPICS

- Roles and Responsibilities of the Committee Members
- Review of Previous Requested Action Items
- Design: What is the important content that needs to be covered in the Superintendent and Principal Certification Programs?
- Delivery: Please comment on the delivery methods of coursework for the Principal Certification Program and the Superintendent Certification Program. (i.e., online, face-to-face, hybrid)
- Evaluation: What methods of evaluation are needed for the Principal Certification Program and the Superintendent Certification Program? (i.e., assessments, portfolios, case studies, benchmarks, certification test results, video)
- Policy: Please suggest how current and future policy could affect the Principal Certification Program and the Superintendent Certification Program? (i.e., TTESS, TPESS, accountability, school improvement process, state compliance procedures, new certification requirements)

Agenda topic *Roles and Responsibilities* | Presenter *Dr. Susan Borg*

Discussion To elicit their perspectives and feedback, as educational leaders and regional stakeholders, for suggestions on how SHSU educational leadership preparation programs may better prepare school leader candidates to meet perceived leadership needs and challenges in Texas schools.

Conclusion Participant understood their roles and responsibilities for the committee.

Action items	Person responsible	Deadline
none	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]

Agenda Topic: *Review of previous action items* Presenter *Dr. Susan Borg*

Discussion To review any items from prior advisory council minutes that required action by the university and provide update on actions.

Conclusion In the prior advisory committee meeting the following action items were suggested and the participants were updated on the progress of implementation. The suggestion to include recent legislation in courses has always been included in courses. Instructors were asked to make sure that all references to the most recent legislation is included. Collaborative opportunities for online courses are continuing to be offered in all courses that are fully online, such as orientations and monthly discussions on Zoom. The suggestion to create a alumni directory is in progress. The suggestion to enhance training for site supervisors for practicum students is in progress. The staff has created detailed instructions and agreements that assist the site supervisors in their role. The suggestions to attend the Gulf Coast Association of School Personnel was accomplished and attended. The feedback assisted the members of the association on the offerings of our programs at SHSU.

Agenda topic *Design* | Presenter *Dr. Janene Hemmen*

Discussion What is the important content that needs to be covered in the Principal and Superintendent Certification Program?

Conclusion Course experiences are very successful; Courses need to have more emphasis on legislative changes especially those that are significant in change for school districts such as the recent HB 3; Provide online opportunity for panels of on the job superintendents and interviews with board members; Continued emphasis on topics such as the bigger picture of leadership of a district as compared to a campus. Book studies and resources used were well received by students.

Action items	Person responsible	Deadline
Ensure opportunities for review of recent legislation and leadership application.	Susan Borg/Janene Hemmen	12/1/2021 12:00 PM
[Topic]	[Presenter]	[Date time]

Agenda topic *Delivery* | Presenter *Dr. Janene Hemmen*

Discussion Please comment on the delivery methods of coursework for the Principal and Superintendent Certification Program. (i.e., online, face-to-face, hybrid) How do you see the webinar delivery method for selected content in the programs?

Conclusion Content shared online makes it more convenient for the student that has a job and family. Continue the WebEx discussions with the online courses to include different viewpoints and opportunities for online students to develop relationships with each other. Also encourage faculty to have discussion points ahead of time for WebEx discussions along with faculty being well verse in WebEx operational items.

Action items	Person responsible	Deadline
Include additional collaborative opportunities on WebEx for online students	Dr. Susan Borg/Dr. Janene Hemmen	12/1/2021 12:00 PM
[Topic]	[Presenter]	[Date time]

Agenda topic *Evaluation* | Presenter *Dr. Janene Hemmen*

Discussion What methods of evaluation are needed for the Principal Certification Program and the Superintendent Certification Program? (i.e., assessments, case studies, benchmarks, certification test results)

Conclusion Having FTF support in regional areas or at campus for online students should be available. Students appreciated case studies and online test preparations resources as well as faculty test preparation for certification. Have a TK 20 orientation for site supervisors in practicum as well as how to use Zoom. Follow-up with students that are alumni to recruit more students for SHSU. Develop program alumni directory. Data was shared regarding both programs admissions process and data as well as assessment results and state exam results.

Action items	Person responsible	Deadline
Develop program alumni directory and enhanced orientation for site supervisors during practicum	Susan Borg/Janene Hemmen	12/1/2020 12:00 AM
[Topic]	[Presenter]	[Date time]

Agenda topic *Policy* | **Presenter** *Dr. Janene Hemmen*

Discussion Please suggest how current and future policy could affect the Superintendent and Principal Certification Program? (i.e., accountability, school improvement process, state compliance procedures)

Conclusion Concentrate on current quality programs with increased marketing

Action items	Person responsible	Deadline
	[Presenter]	
[Topic]	[Presenter]	[Date time]

Agenda topic *Partnerships* | **Presenter** *Dr. Janene Hemmen*

Discussion How can the university begin and sustain partnerships with school districts.

Conclusion Continue to locate partnership opportunities for the programs to be part of school districts. Marketing to alumni through directory. Include quality of program in marketing materials.

Action items	Person responsible	Deadline
Look for additional marketing opportunities with ISDs.	Janene Hemmen/Susan Borg	2/28/2022 9:00 AM
[Topic]	[Presenter]	[Date time]
