

CAPEA Executive Council Meeting Agenda
Thursday, May 20, 2010
9:30 - 11:00 a.m. PST
DRAFT Minutes

Present:

President, Dr. Wayne Padover
Secretary, Dr. Delores Lindsey
Treasurer, Dr. Thelma Moore-Steward
Dr. Phil Merci
Dr. Franca Dell 'Olio
Dr. Robert Kladifko
Dr. Dan Cunniff
Dr. Chris Thomas
Dr. Louis Wildman
Dr. Cheryl Ward

Not Present:

Dr. Don Wise
Dr. Gary Kinsey
Dr. Phyllis Hensley
Dr. Deb Erickson
Dr. Ron Oliver
Dr. Tony Avina
Dr. Linda Hauser
Dr. Ron Leon
Dr. Floria Trimble

* indicates attachments were sent prior to meeting

President's Welcome and Report

Wayne Padover

1) Capitol Hill Visits, NCPEA Conference, 8/3/10

Wayne reported that several CAPEA members will attend the NCPEA Capitol Hill visits on August 3rd.

2) California Small School Districts Association

Wayne indicated several members of the Small School Districts Association have expressed an interest in developing a future relationship with CAPEA. Wayne will continue to explore what the relationship will mean for CAPEA members.

3) CAPEA 2009-2010 Goals Process Update *

Wayne indicated the following process for reporting on the 2009-10 Goals and Action Plans:

- a) Formative action plan updates from
Ad-Hoc Committee Chairs (below, two-minute maximum)
- b) Summative action plan updates from
Ad-Hoc Committee Chairs, 9/16/10 mtg.
- c) Final Goal Reports included in 10/1/10
CAPEA Conference Program

Wayne established the protocol for committee chairs to give a 2-minute formative assessment today of the status of the action plans.

4) Action Plan Update Goal #1 Increased Member Communication: Wayne Padover and Delores Lindsey reported they were making progress toward the stated goals for communication by sending regular emails about meetings, posting approved minutes to the webpage, and sending "information" emails to membership. Anecdotal and survey feedback from membership indicates this goal is being successfully addressed.

5) Action Plan Update Goal #5 Review/Modify Constitution and Bylaws: Wayne reported that this goal had been accomplished.

Wayne added an item to the agenda: The WestEd Report on Administration Preparation Programs: He recommended at the next Executive Committee meeting in June to pull together a committee to write a "position paper" in response to the WestEd Report. Wayne suggested that since Steve Davis, Chris Thomas, and Gary Kinsey had served on the WestEd Task Force, they be members of the writing committee for the CAPEA position paper. Robert Kladifko suggested Louis Wildman also serve on the writing committee. Louis agreed to do so. Wayne suggested the committee (if all those recommended

agree to serve, as Wayne will contact them) would use June to September to write the paper and bring to the September Executive Council meeting for approval. Council members agreed.

President-Elect's Report*

Don Wise

Don was unable to attend the meeting; however, he sent a written report to Wayne and he presented the information to the Committee:

The Fall Conference planning is going well and two speakers have confirmed: Karen Kearney of WestEd and Dr. Randall Lindsey, past president of CAPEA.

The Conference registration fee for non-members was also discussed. Bob Kladifko moved to increase the Conference registration fees for non-CAPEA members: \$170 for early reg., \$180 for regular reg., \$190 for on-site reg. Louis Wildman seconded the motion. **Action: All approved. Motion approved**

Wayne lead the discussion offered in Don's report about the use of Email addresses and Membership Lists. Phil moved : *all emails sent by the CAPEA executive committee and its officers to the general membership shall use the Blind Copy option for the email addresses of the membership in order to maintain the privacy of members.* Thelma seconded. **All approved. Motion approved**

Added to the discussion: members are asked to refrain from using "reply all" function for emails to the general membership when responding to the content of CAPEA emails, unless it is absolutely necessary to include all members in the response.

- Action Plan Update Goal #7 Quality Spring and Fall Conferences:
Progress is being made toward reaching the goals for a quality Fall conference.

Secretary's Report

Delores Lindsey

Delores presented the following for approval:

- Minutes, Executive Council, 3/6/10*
 - Notes, Executive Committee, 4/15/10*
- Bob moved for approval of both sets of minutes.
Thelma seconded the motion.
All approved. **Motion approved.**

Delores indicated that she will send an updated "public" membership list to CAPEA members within the next few weeks.

Treasurer's Report *

Thelma Moore-Steward

Thelma reviewed the Financial Report and the Fall Conference Report giving the balance of each.
Louis moved to accept both reports.
Phil seconded the motion.
All approved. **Motion approved.**

Past President Report

Phyllis Hensley

- Action Plan Update, Goal #6, Assisting New Members
No report given. Wayne will contact Phyllis and request a written report.

Membership Report

Chris Thomas

- Action Plan Update, Goal #2, Increase Membership

Chris indicated the committee is making progress toward this goal:

A flyer will be designed to include all levels of membership

The website will include “Why CAPEA?” information and testimonials from members to attract new members.

Question for next meeting: Do we want to include professors of higher ed as potential members?

Because of the new doctoral programs, higher ed folks are looking for professional communities.

This item will be discussed at the next Executive Committee Meeting.

CAPEA Journal Report-2009-2010

Deb Erickson

- Action Plan Update, Goal #9 CAPEA Journal

Wayne will contact Deb and request a written report. However, Franca and Phil provided an update regarding the current process. They are both blind reading 2 articles and feel additional articles of higher quality will be needed for a Fall publication deadline. Franca will email Deb to determine next steps to meet the Fall deadline.

Diversity Chair Report

Delores Lindsey

- Action Plan Update, Goal #8 CAPEA Diversity Committee

Delores indicated the Committee is making progress toward the goals of keeping social justice and equity as a topic at the CAPEA Conferences and will do so for the upcoming Fall Conference. She also noted that the Committee will redesign the membership registration form to include self-reporting demographic data.

Historian’s Report

Louis Wildman

- Action Plan Update, Goal # 10 Heritage Initiative

Louis requested members be reminded to send him lessons, activities and any other prized curricular instructional artifacts to post for the Heritage Initiative.

- Action Plan Update, Goal #13 Awards Program

Louis noted this goal has been accomplished and the recommendations will be discussed at the June 17th Executive Committee Meeting

NCPEA Report

Gary Kinsey

Gary was not able to attend the meeting, but he submitted his report to Wayne who gave the report.

- Action Plan Update, Goal #12a and #12c Relationships with NCPEA and AASA

Wayne indicated making progress toward this goal. For example, the “Day on the Hill” will take place at the NCPEA Conference in August and several CAPEA members will attend.

NCPEA members from Nevada institutions of higher education will be invited to attend our Fall Conference as they were unable to attend the past Spring Conference.

Commission on Teacher Credentialing Report

Gary Kinsey

Work continues on the proposed revision of the California Preliminary Administration Credential Examination. Several CAPEA members serve on that panel, i.e. Ron Leon, Steve Davis, Deb Erickson and Wayne Padover.

CAPEA Technology/Website Report

Gary Kinsey/Dan Cunniff

- Action Plan Update, Goal #11 User-Friendly CAPEA Website

Dan Cunniff gave several examples of making progress toward this goal:

Diane Yerkes and Louis Wildman have articles posted and other articles are needed;

Gary has renewed the website license;

Considering adding Board members photos to personalize site;

Adding members quotes to further personalize site;

Will continue to edit the site: Thelma and Cheryl gave edit suggestions.

CSBA Report

Ron Leon

- Action Plan Update, Goal #4 Increased Collaboration with CSBA

Ron was not able to attend the meeting, but Wayne gave the report. He indicated this is an important relationship for CAPEA and Ron is making progress toward this goal. Ron will get CSBA Conference information to members through email.

Legislative and CCTC Relations

Bob Kladifko

- Action Plan Update, Goal #14, Increased Presence Legislatively

Bob noted that he is making CAPEA's presence known with ACSA through local regions and by including ACSA members in our conferences. Bob reviewed several current "Bills to watch" And will keep members informed through email messages.

ACSA-CAPEA Report

Tony Avina

Tony was not present for the meeting. Wayne will contact him for a written report.

- Action Plan Update, Goal #3 Greater Collaboration with ACSA

UCEA Report

Linda Hauser

- Action Plan Update, Goal #12b Increased Relationship with UCEA

Linda could not attend the meeting; however, she gave Wayne an update and indicated making progress toward the achievement of the goal. Michelle Young, Executive Director of UCEA has been

invited to be our guest speaker at the Fall Conference. Bob Kladifko added that CSUN has applied for UCEA membership.

Other Business: Wayne added to Goal 12c regarding relationship with AASA: He and Gary Kinsey have been in contact with the Executive Director of AASA to encourage their journal publication become a peer reviewed publication. A report from Gary and Wayne providing recommendations related to CAPEA's relationship with AASA will be presented at the September Executive Council Meeting.

President Padover proposed canceling the July 15, 2010 Executive Council Meeting due to summer recess. Bob moved to cancel the July 15 meeting. Phil seconded the motion. All approved. **Motion approved.**

Executive Committee Meeting – June 17, 2010 (9:30 a.m.)

Executive Council Meeting – September 16, 2010 (9:30 a.m.)

Executive Committee Meeting - August 19, 2010 (9:30 a.m.)

Minutes submitted by Delores Lindsey, Secretary