



Liaison Meeting Minutes  
September 5, 2008  
11:00 am-12:30 pm

Attendance: Peggy Lewis, Karen Dowling, Cathy Siebert, Vanessa Wyss, Sharon Fisher, Joyce Jamerson, Nancy Melser, Jill Miels, Bonnie Turner, Lynette Varner, Mike Hurst

1. Vanessa Wyss, liaison to Muncie Central, was introduced. Vanessa briefly told her background and described her role here at BSU. Peggy Lewis presented her with a “recycle mug” and a PDS pin.
2. Thanks and Celebrations
  - a. Peggy thanked the liaisons for supporting the Museum Day on September 3, 2008. The attendance at the Muncie event was the best it has been. Liaisons noted that they had made it a part of their assignments. There was some discussion about the feedback from the students. Jill Miels noted that she had not received the information about the event, so her students did not attend this year.
  - b. Periodically information is requested from a variety of sources and Peggy thanked the group for their help in responding, even though at times it seems redundant and hasty.
  - c. Peggy announced that Linda Taylor was unable to be at the meeting because she was working with a group in Baltimore on a manuscript on action research. This opportunity arose at the Spring 08 NAPDS conference based on Linda’s presentations and work in the past with action research.
  - d. Jill Miels described the afterschool tutoring program that Rhoades has implemented based on a research session from the 08 NAPDS conference. Each of the seven student teachers plan an activity based on 3rd grade standards and 14 children (in pairs) rotate through the activities. They’re gathering performance data from the tutoring sessions and will then compare it to ISTEP.

3. A list of dates was distributed. Everyone is asked to prioritize “best dates” for scheduling the fall and spring institutes. Choices should be returned to Peggy as soon as possible.
4. New forms for adjunct faculty were introduced. The forms are available on the [PDS site](#) under “forms.” Information can be filled in on the computer, but must be saved, printed, and returned in hard-copy form. This page can not be sent electronically because it contains social security numbers. **Each adjunct needs to complete a form every year.** There are 3 parts to the form: personal information needed by the university for adjunct status; school or site information that will be used in the directory; and, personal information both for the directory and business cards. It was emphasized that adjuncts should only order business cards if they really want and/or need them in order to control costs. Please have adjunct information to the PDS office by the end of September.
  - a. Completing the adjunct forms:
    - i. Open the [PDS site](#)
    - ii. Click on “Adjunct Faculty Form” under Forms
    - iii. Complete all 3 sections of the form
    - iv. Save the document
    - v. Print the document
    - vi. Send a copy to Peggy Lewis (as noted at the top)
    - vii. Return adjunct forms by 9/30
5. Football Day!
  - a. A block of 50 tickets have been reserved for BSU PDS on Saturday, Oct 25. This is Family and Friends weekend. Tickets will be given on a first-come, first served basis. In the past, there has been limited use of the PDS tickets. With the block, perhaps families or groups from schools will be able to use this offer. We will evaluate the idea after this year to see if it will be continued. **The 2 ticket per game offer is still available for each BSU home game.**
  - b. To use the 2 tickets per school per game, adjuncts must call the week before to confirm the use of the tickets. If they are not claimed, they may be put back into sales.
6. PDS—the Second Decade
  - a. In an on-going effort to describe our work here on campus and to the public, liaisons were asked to contribute to the list of “**What does a liaison do?**” Nancy Melser offered a copy of her manuscript: “The Professional Development Schools

Model: Roles and Responsibilities of the University Liaison.” Peggy will send out a list of the tasks and responsibilities culled from the manuscript.

- i. Liaisons are asked to send Peggy any thoughts that come to mind about what is involved in being a liaison.
- b. Peggy introduced the discussion by reviewing the events of the past year that have presented an opportunity to re-define PDS at BSU. The discussion of re-definition was initiated at the Fall 07 Institute meeting and re-visited with discussions at the Spring 08 Institute of linking annual goals to the NCATE PDS standards. The emergence of the [9 Essentials document](#) at the NAPDS conference in the spring almost forced the issue of addressing the question “What does it mean to be a PDS?” It was noted that student teachers coming from PDS schools seem to have more confidence and a well-rounded vision of what it is like to be a teacher. The question was posed as to whether or not this is consistently true across the network. The lack of data and results reflecting the effects of PDS in our network was discussed. Partnership agreements need to be reviewed and stakeholder interests need to be re-assessed.
- c. In an effort to see our strengths and relative weaknesses as a network more visually, liaisons participated in an activity that ranked ideas taken from the first 5 Essentials, the philosophical underpinnings of PDS.

#### 7. Assessment 08-09

- a. Since this is a year of re-definition, those who were due for site reviews were polled to see if they wanted to wait until after these discussions. With the exception of Apple Tree (where a decision will be made soon), liaisons with scheduled visits indicated they would wait until further notice to schedule a review
- b. As introduced at the Spring 08 Institute, the annual goal setting will be done electronically. Mike Hurst joined the group to demonstrate the new system. The electronic goal setting will replace the previous format that included a narrative evaluation at the end of the year. Goals will be submitted each year and will be tagged to the appropriate NCATE Standards. The site automatically populates the school demographic information. Network participants and the public will be able to see the goals that have been set by any site, but will not be able to see the evaluative information at the end of the year. We will be able to track information for a school and across the network. A goal is to make

this information available for research efforts and for site councils to track their own PDS work.

- c. The Goal Setting site will be available on September 22. Mike Hurst will assist with technical details
  - i. Cell phone for Mike: 317-448-3435
  - ii. Home phone for Mike: 317-467-4055
  - iii. Instructions will be sent prior to 9/22/08
  
8. As a follow up to our meeting, it was noted that the 9 Essentials will be the topic for the Fall Institute meeting. Please make this a topic of discussion with your site councils and school administration so everyone can be prepared to work with this information at our meeting. We will continue to work on the question, "What does it mean to be a PDS?"