



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 Professional Education and Certification
 Old Capitol Building
 PO BOX 47200
 Olympia, WA 98504-7200
 (360) 725-6320 TTY (360) 644-3631

DUE DATE:
July 31, 2006

**ESA PREPARATION PROGRAM ANNUAL REPORT FOR
 July 1, 2005–June 30, 2006**

INSTITUTION City University	ROLE <input checked="" type="checkbox"/> Counselor <input type="checkbox"/> Psych <input type="checkbox"/> Soc Worker	PREPARED BY Mary C Schroeder	DATE 07-27-06	TELEPHONE NUMBER 425-709-5422	E-MAIL mschroeder@cityu.edu
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I. EXECUTIVE SUMMARY

The following information should be completed by the dean or director of education or his/her designee for each program.

Please respond to the following questions only. You may add other information/changes/highlights/activities on a separate sheet, if you wish.

For OSPI Use only

<p>1. List PEAB recommendations and program responses to the recommendations.</p> <p>a. Maintain and monitor the rigor of the counseling skills tapes across the M.Ed. and ESA Only program requirements.</p> <p>b. Contract teaching faculty at each campus location who will teach more than 2 or more courses during the 7-quarter program of study to provide more consistency and personalization for the students.</p> <p>c. Establish and maintain a means to evaluate the effectiveness of teaching faculty to convey knowledge and skills to the students and successfully connect with them for a high quality program of study.</p>	<p>a. The counseling skills are intentionally and consistently taught, reinforced with guided practice, and evaluated for all students across campus locations and for M.Ed. and ESA Only candidates.</p> <p>b. Teaching faculty at each campus location have been evaluated for their knowledge and expertise so that, when possible or deemed appropriate they will teach 2-3 courses to the candidate cohorts. Attention has been taken to consider gender, race, and educational level in order to provide diversity and high quality standards for teaching faculty.</p> <p>c. The university's faculty and course evaluation procedure is in transition and care will be taken to have senior faculty monitor the effectiveness of teaching practices through periodic class visits, student and faculty feedback, end of course evaluations, and program evaluation at the Exit Interviews by PEAB members and Senior Faculty.</p>	
<p>2a. If your program had a site visit during 2005-2006, list the areas identified as "unacceptable" and/or recommendations made by the site visit team and include a summary of steps program has taken to respond to areas identified. Refer to your site visit report for those items.</p> <p align="center">OR</p> <p>2b. If your program gave an update on last year's annual report but has made additional progress on correcting the areas listed as "unacceptable" or recommendations indicated in your site visit report, please give us an update.</p>	<p>Standard: 3. Unit Governance and Resources Section: Modeling Best Professional Practices in Scholarship Response: 1/27/06: As a non-traditional institution, City University does not have the capacity to support traditional faculty scholarship. It is apparent that many of our faculty is involved in scholarship practices where they work and in their professional associations and activities. They develop curriculum, take part in action research, write grants, make presentations at professional conferences, conduct workshops, and other scholarly work. During the summer each member of the teaching will complete a listing of their professional scholarship activities and a report will be provided at the fall meeting.</p> <p>Standard: 4. Program Design Section: Experiences Working With Diverse Faculty Response: May /June 2006: Efforts have been made over the past three years to intentionall recruit a diverse teaching faculty across campus locations with regard to race, culture, gender, and other identifiers. In practice the ratio of diverse faculty has increased and candidates have been provided with a rich tapestry of teaching faculty for classroom instruction, taping skills evaluators,</p>	

field supervisors, and guest speakers for each campus. A report will be made at the fall meeting of a demographic profile for 2006-07 teaching faculty.

Standard: 4. Program Design

Section: Experiences Working with Diverse Candidates

Response: May /June 2006: The Guidance and Counseling staff makes a concerted effort to work with the university recruiting and admissions staff, districts, and community to attract diverse candidates including ethnicity, culture, religion, gender, and other identifiers. This effort is further enhanced through the recruitment of a diverse teaching faculty to attract and retain candidates from underserved populations they interact with. As mixed race candidates come into the program instructional practices have been implemented to assist them to explore their personal identity, expand multicultural experiences to enhance knowledge and skill development, and utilize reflection writing to broaden their self- and other-awareness to meet the needs of a diverse P-12 student population in the schools.

Standard: 4. Program Design

Section: Experiences working with Diverse Students in P-12 Schools

Response: May /June 2006: Candidates are intentionally placed at internship sites that afford them the opportunity to work with a diverse student population. Early in the internship they complete a demographic scan of formal and informal student data and when there is not an adequate level of diversity they are either transferred to an alternate school or guided to augment their practicum with experiences at an additional school.

Site Team Report Recommendation: Continue to address the diversity of faculty and candidates across all programs. and Bring the search for a senior school counselor program faculty member to successful closure.

Response: See Standard 4. Program Design - Experiences working with Diverse Candidates (above). and The position of Director of the School Counselor program was filled in May 2003.

Site Team Report Recommendation: With respect to faculty scholarship, frame what is valued and rewarded while defining how faculty scholarship contributes to the knowledge-base about teaching and contributes to the profession.

Response: See Standard 3. Unit Governance and Resources (above) -

Site Team Report Recommendation: The assessment of individual candidates is strong; however, there is no "system" whereby candidate performance data are compiled, summarized, and analyzed to inform changes in all programs. Take steps to create a system for composite data profiling of cohort groups and initiate a systematic review process.

	Response: Candidate employment placement is periodically monitored by in-person, phone, and email interactions with graduates. Performance self-evaluation and review of skill development and adequate preparation by employers is gathered by school district visits and professional association conversations. Cohort placement data over a 1-3 year span is gathered and evaluative input is obtained and shared with program curriculum and skills developers. This information is shared with the PEAB.	
3. Current PEAB Operating Procedures or Bylaws are on file:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. PEAB annually reviews follow-up studies and placement records:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. PEAB has reviewed all program approval standards at least once every five years? Standard(s) reviewed in the last year? Standards 1-5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Standard(s): 1-5 with specific attention to those sections that received 'unacceptable' ratings.	
6. Indicate the number of persons enrolled in the program 9/1/04 – 8/31/05 150	118 M.Ed. 32 ESA Only	
7. Indicate the number of persons completing program 9/1/04 – 8/31/05 69	47 M.Ed. 22 ESA Only	
8. Make any corrections to AS126 form (Location of ESA Programs) None	<input type="checkbox"/> Corrections made on attached AS126 <input checked="" type="checkbox"/> AS126 is accurate as sent	

If your PEAB membership is not in compliance with WAC 181-78A-209(1), please identify the deficiencies and how you plan to correct them.

II. PEAB Attendance and Membership

College/University
(e.g. WSU)

Counselor Psych Soc Worker

MEMBER'S NAME	V=voting N=nonvoting	ROLE (e.g. counselor, psych, SSW, principal)	ASSOCIATION AFFILIATION (e.g. WSCA, WASSW, WSASP, AWSP, WEA)	REQUIRED MEETING DATES				ADDITIONAL MEETING DATES
				Date 10/21	Date 01/27	Date 03/10	Date 5/20or 06/03	
Beaver, Patti	V	Chair - School Counselor	WA School Counselor Association	Y	Y	Y	Y	
Billings, Judith	V	Supt. of Public Instruction	Retired Educator	N	Y	N	N	
Bustad, John	V	Principal	AWSP	Y	Y	N	Y	
Connell, Ginny	V	Elementary Counselor	WA School Counselor Association	N	Y	N	Y	
Cooney, Chuck	V	High School Counselor	WA School Counselor Association	Y	Y	N	Y	
Crinklaw, Eric	V	High School Counselor	WA School Counselor Association	Y	N	Y	Y	
Davis, Margaret	N	Dean	City University	Y	Y	N	N	
Escobar, Theresa	V	School Counselor	WA School Counselor Association	N	Y	N	Y	
Hansen, Teri	N	Student Representative	WA School Counselor Association	Y	Y	Y	N	
Hinrichs, Judy	N	Associate Dean	City University	Y	Y	Y	N	
Marick, Joyce	V	School Counselor	WA School Counselor Association	Y	Y	N	Y	
Munto, Myrna	V	School Counselor	WA School Counselor Association	Y	Y	N	Y	
Ockfen, Carol Lynn	V	Administrator	WASA	Y	Y	Y	Y	
Schroeder, Mary	V	Program Director	WA School Counselor Association	Y	Y	Y	Y	
Smith, James	N	Teacher / Teaching Faculty		Y	N	Y	Y	
Toler, Karen	V	Senior Faculty	WA School Counselor Association	Y	N	Y	N	
Treece, Laura	V	Teacher	WA Education Association	N	Y	Y	Y	

I certify (or declare) under penalty of perjury under the laws of the state of Washington that the Professional Education Advisory Board has seen, reviewed and approved this report.

Name: Patricia R. Beaver, Chair
(Title)

Date: July 29, 2006

III. PEAB Financial Report Concerning Precertification Program Activities for July 1, 2005—June 30, 2006

COLLEGE/UNIVERSITY	ESA PEAB
(e.g., WSU)	(e.g., psych., couns., soc. wrk.)

CONTACT PEOPLE

WAC 181-78A-261(2) An officially designated administrator is responsible for the management of operations and resources for the preparation program.

COLLEGE/UNIVERSITY PROGRAM PEAB ADMINISTRATOR	
NAME Mary C Schroeder	
PREFERRED MAILING ADDRESS 11900 NE 1 st Street Bellevue, WA 98005	
E-MAIL ADDRESS mschroeder@cityu.edu	
WORK TELEPHONE NUMBER (425-709-5422)	HOME TELEPHONE NUMBER ()

If next year's PEAB administrator will be different, please complete the information below:

NEXT YEAR'S PROGRAM PEAB ADMINISTRATOR	
NAME	
PREFERRED MAILING ADDRESS	
E-MAIL ADDRESS	
WORK TELEPHONE NUMBER ()	HOME TELEPHONE NUMBER ()

Fiscal Agent (must be a school district/educational service district or public college/university)

FISCAL AGENT	
NAME Puget Sound ESD	
PREFERRED MAILING ADDRESS 800 Oaksdale SW Renton, WA 98055	
E-MAIL ADDRESS	
WORK TELEPHONE NUMBER (206) 439-3636	HOME TELEPHONE NUMBER ()

If next year's fiscal agent will be different, please complete the information below:

NEXT YEAR'S FISCAL AGENT	
NAME	
PREFERRED MAILING ADDRESS	
E-MAIL ADDRESS	
WORK TELEPHONE NUMBER ()	HOME TELEPHONE NUMBER ()

I certify (or declare) under penalty of perjury under the laws of the state of Washington that invoice payments were based on state per diem and allowable expenses and that the information in this annual financial report is true and correct.

Name: Mary C Schroeder Date: 7/29/06

IV. PEAB Financial Report (WAC 181-79A-131)

COLLEGE/UNIVERSITY	ESA PEAB
(e.g., WSU)	(e.g., psych., couns., soc. wrk.)

Please complete this PEAB financial report for last fiscal year (July 1, 2005, to June 30, 2006). The program PEAB administrator is responsible for keeping records of revenue received (grants from OSPI, etc.) and records of expenditures (which includes receipts for money spent). This information must be available if audited. If you have any questions, please call Debbie Stevens, Professional Education and Certification, at (360) 725-6328.

1. REVENUE

	DATE	AMOUNT
Balance of PEAB funds in account (i.e., carryover)	July 1, 2005	124.46
Basic Grants received 2005-06 fiscal year	09-14-05	700
Other revenue (if applicable)		

Add carryover and grants received

TOTAL REVENUE

(a) 824.46

2. EXPENDITURES

A. Meetings: (Basic Grant)

Precertification funds are to be used for the required four PEAB meetings. All expenses claimed must be within the state's per diem. (Some PEABs keep a matrix that itemizes meeting expenses. If you attach such a matrix, you need only to put the total amount spent on meetings in box "b.")

Number of meetings held during the fiscal year 4

Number of members serving during the fiscal year 18

Total travel expenses for members to attend PEAB meetings (mileage is calculated at state approved rate, also include parking, ferry, etc.)

1682.98

Refreshments (if applicable)

704.24

Operating Expenses (postage, printing, etc.)

237.40

Other (provide details on separate sheet of paper)

TOTAL EXPENDITURES FOR MEETINGS

(b) 2624.62

3. BALANCE

Balance of PEAB funds in account on June 30, 2005 (subtract total expenditures line (b), from total revenue line (a)). Your balance on line (c) will be a carryover to the next fiscal period.

(c) 0

- **Substitute Teacher Reimbursement**—Reimbursement to school districts for substitute teacher expenses should not be part of expenditures reported on this form. (For substitute reimbursement, submit Form SPI 605 to Professional Education and Certification before meetings and Form SPI F-720 to school district after meetings.)
- **Anticipated Expenditures**—If you anticipate that the expenditures for 2006-07 related to PEAB meetings will differ from your 2005-06 expenditures, please provide an amount and rationale for additional expenditures.

