



**ARPEA Executive Council Minutes**  
**Thursday, February 28, 2008, 10:00 am**  
**University of Arkansas-Little Rock**  
**2801 South University Avenue**  
**Dickinson Hall, Room 408**  
**Little Rock, AR 72204**

In attendance:

Kieth Williams  
Mitch Holifield  
Mary Gunter  
David Bangs  
Paul Hewitt  
Pat Weaver  
Angela Sewall  
Elizabeth Vaughn-Neely  
Shelly Albritton  
Teri Dorrrough

- I. Dr. Kieth Williams called the ARPEA meeting to order.
  - Introductions of members
  - Announcements
    - NCATE visit at Harding just completed.
- II. Appreciation expressed to UALR and to Dr. Elizabeth Vaughn-Neely for hosting the meeting.
  - Welcoming remarks from Dr. Angela Sewall, Dean of College of Education, UALR
- III. September 14, 2007 Minutes
  - Minutes were presented to members
    - Dr. Mary Gunter made a motion to accept minutes.
    - Dr. Elizabeth Vaughn-Neely seconded motion.
    - Motion carried to approve minutes.
  - Dr. Paul Hewitt (on behalf of Dr. Carlton Holt) provided the following table documents for review/discussion:
    - ARPEA Financial Statement
    - 2007-2008 ARPEA Members
      - Current balance: \$4,794.30
      - 2007-2008 membership: 15 members have paid dues
      - Dr. Mary Gunter made a motion to accept Financial Statement and membership roster.
      - Dr. Mitch Holifield seconded motion.
      - Discussions included the cycle of dues from July 1 to June 30.
      - Combining payment of dues with conference fees.
      - There were questions regarding the membership roster; a request was made for a follow-up report from Dr. Holt of the last 18 months dues cycle.
      - There is currently no format for renewal information to be sent to members.
      - Currently there is no membership card; members receive a receipt for payment.

- Student membership is \$10.00; members were encouraged to promote ARPEA membership with students.
  - Motion carried to accept financial statement and membership roster.
- IV. Dr. Mitch Holifield provided an overview of table document, Arkansas Department of Education Rules Governing the Code of Ethics for Arkansas Educators. Overview/discussion included:
- The draft is a result of reviewing codes of ethics from other states and synthesizing content into current document
  - Bullet statements for both ethical and unethical conduct are included in the draft to expand the definition for each standard
  - Controversy/concerns have been expressed by PSB members/ constituent groups over bulleted statements particularly concerning the unethical conduct statements: some believe these enhance the definition of standards, some believe the statements are too negative.
  - The draft will go to the PSB during the March meeting and will then be open for public comment for 60 days.
  - The PSB goal is to post the final draft of the Code of Ethics by the end of July, 2008.
  - Standard items discussed that have appeared to be the most controversial are
    - Standard 3, last bullet under unethical conduct (p.5), reporting issues: motivation of person reporting unethical conduct; reporter immunity. Reference to Definitions, 4.01 (p.1): Complaints must be validated before a Board hearing.
    - Fee/fines (p.13) will be used to fund investigations of complaints reported. Table should be revised to clarify initial administration licensure fees. Concern expressed about affordability of fees for teachers. Other career fields have fees for licensure. Some believe fees are modest. Concern expressed about paying licensure fees and retaining teachers in the first five years of their career.
    - Standard 3, first bullet under unethical conduct (p.5), abandoning the contract: Presently no state repercussions from the state for teachers who abandon their contracts; superintendents are not under Fair Dismissal Act.
    - Definition 4.14 (p.3), Teaching License discussion: Suggestion made to modify the name 'Teaching License' and refer to this as simply 'Licensure.' The explanation provided: 'Teaching License' is the official name of the Arkansas certificate and the administration license is an add-on to one's existing Teaching License.
    - Standard 5, all bulleted statements under unethical conduct: accepting gifts, receiving money for tutoring students, and receiving payment for coaching camps, etc.: Must have approval from superintendent/school board. Consider including a monetary limit for accepting gifts.
    - Standard 4 (p.5), 2<sup>nd</sup> bullet under unethical conduct: failing to account for funds collected from students/parents has the potential to criminalize teacher carelessness when collecting fund-raising monies.
    - Standard 6 (pp. 6-7), sharing of confidential information: This item will impact training practices to inform educators of the Code of Ethics and the consequences of violating the standard.
    - Standard 7 (p. 7), alcohol, tobacco, and unauthorized drugs use: the standard does not address weapons, smokeless tobacco.
    - Standard 2 (p. 4), 1<sup>st</sup> bulleted item under unethical conduct could be an emotional issue similar to the issue of prayer in schools.
    - Standard 8 (p. 7), abiding by *local* laws has been the focus of discussion on this standard. Some believe this is a "catch-all" standard.
    - Standard 2 (p. 4), impacts leadership programs with renewal of initial licensure. Student should be advised their professional development hours must be in their three areas for licensure.
    - Disciplinary Actions 6.01 (p. 8) last bulleted item, the phrase "moral turpitude" has been considered a "catch-all" phrase.

- The PSB will meet March, 2008. The approved draft will be posted and remain open for public comment for 60 days.
  - ARPEA members are encouraged to email Dr. Holifield their comments. These will be synthesized and presented to the ARPEA Executive Committee during the April Conference.
  - During the June, 2008, PSB meeting, Dr. Holifield will express ARPEA concerns to the PSB if the concerns have not been addressed during the previous process.
- V. Dr. Mary Gunter provided a folder containing table documents of the ARPEA 2008 Spring Conference at Lake Point Conference Center, Russellville, AR, April 20-22.
- Members who plan to participate in the golf tournament on April 20, 2008 are encouraged to email Dr. Kerry Roberts, [kr Roberts@atu.edu](mailto:kr Roberts@atu.edu)
  - ARPEA funds will be used to pay the \$20.00 fee for the April 20, 2008, ARPEA Board Members dinner.
  - Agenda review:
    - Representative David Cook will be keynote speaker and will share Ad Hoc Leadership Study findings
    - Other State Representatives, David Rainey from Dumas, AR, and Representative Bill Abernathy from Mena, AR (not confirmed at this time) have been invited to participate in the conference.
    - Leadership Initiatives and Licensure Updates panel members include Dr. Mitch Holifield, Teri Dorrough, Steve Singleton, and Beverly Elliot (retiring from the AR Leadership Academy).
    - ARPEA members should decide on how to work on recommendations to go forward to the 2009 AR General Assembly.
  - The afternoon session on Best Practices will be moved to the morning and the Leadership Initiatives and Licensure Updates will be moved to the afternoon session.
    - Each university will select a student to serve on either the Internship Program Design panel or the Portfolio Process panel as follows:
      - Internship: UCA, UALR, ASU, UA at Fayetteville
      - Portfolio: HSU, Harding, ATU
      - ARPEA members from UA at Monticello and SAU were not present, but will be contacted.
  - April 22, 2008 will be an ELCC work session with Honor Fedee
  - The registration form will be revised and emailed to members.
  - Registration deadline is April 1, 2008.
- VI. Dr. Mary Gunter provided the table document, Educational Leadership Policy Standards: ISLLC 2008 and gave an update of the revised standards. Questions/concerns shared:
- How will the revised ISLLC Standards impact ELCC?
  - There are no descriptor statements for each of the Standard Functions at this point.
  - Honor Fedee will provide an update at the April, 2008, ARPEA Conference.
  - The state should consider eliminating the AR State Standards for Leadership and adopt the ISLLC and ELCC Standards.
  - If this should happen, it could impact the reciprocity issue that out of state licensure must meet AR State Standards.
  - Universities using SLLA scores for ELCC Assessment #1 must show linkage to the ELCC Standards.
  - ETS sent an instrumentation report to ASU, but the report did not address the linkage to ELCC Standards.
  - It has been suggested that all AR institutions and the state department come together to create a single document of the linkages that all can use for Assessment #1.
  - ETS is piloting a revised SLLA licensure test.
- VII. Dr. Mary Gunter presented issues surrounding the Curriculum Administrator License.

- Many schools are coding personnel serving in curriculum roles in such ways that the individual does not need a Curriculum Administrator License.
  - The license needs to be at the district-level rather than building level.
- VIII. Dr. Kieth Williams called for ARPEA members to begin thinking about legislative issues in 2009 related to leadership programs. Issues discussed:
- Distance learning
  - Reciprocity licensure
  - Recruitment
  - Alternative licensing
  - Non-traditional licensing for superintendents
- IX. Dr. Mitch Holifield provided the table documents, Arkansas Department of Education Rules Governing Teacher Licensure by Reciprocity (Draft Proposal for State Board of Education, January 14, 2008) and the ARPEA Position Statement on Reciprocity, and gave an overview of the administrator reciprocity status.
- The ARPEA Position Statement is on the State Board agenda for the next meeting.
  - Section 8 of the draft proposal concerns administrator licensing.
  - The ARPEA position statement content is not in the draft proposal.
  - The board will be provided a copy of the ARPEA Position Statement.
  - On page 5, “NCATE” has been struck from the draft and now reads “Any individual who holds a valid teaching license from another state, and who has not graduated from a college/university holding regional/national accreditation and/or a teacher preparation program that holds a national accreditation approved by the U.S. Department of Education, or that is state approved preparation program is not eligible for licensure in Arkansas. Members expressed they did not want to lose the NCATE language in the draft.
  - It is hoped leadership licensure reciprocity can be addressed first and teacher reciprocity at a later time.
- X. Dr. Mitch Holifield provided the table document Revisions of Criteria and Procedures for Establish New Certificate and Degree Programs and Organizational Units and lead a discussion on the approval of educational leadership programs via distance learning.
- Any program wishing to move more that 50% of the program to an online/distance environment must submit a proposal to the AR Department of Education (ADE) and the AR Department of Higher Education (ADHE).
  - There are different processes for ADE and ADHE; programs must go through two application processes.
  - ARPEA is proposing that just one application process be used
  - Suggestions: allow programs to use the ADE application and let it stand for ADHE, or use the ADHE and ADE accept this application.
  - Dr. Elizabeth Vaughn-Neely shared a table document listing the number of courses in their department that have been converted to online delivery.
  - This issue will be revisited during the April conference.
- XI. Dr. Kieth Williams and Vaughn-Neely will organize a nominating committee for ARPEA officers for 2008-2009.
- XII. Dr. Kieth Williams adjourned the meeting at 1:58pm.

Minutes respectfully submitted by Dr. Shelly Albritton.

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**ARPEA Executive Council Minutes**  
**Sunday, April 20, 2008, 7:00 am**  
**Arkansas Tech University**  
**Russellville, AR**

In attendance: Drs

Keith Williams  
Mitch Holifield  
Mary Gunter  
Carlton Holt  
Pat Weaver  
Joe Nichols  
Shelly Albritton

- I. Dr. Kieth Williams called the ARPEA meeting to order and welcomed all in attendance.
- II. Appreciation expressed to UTA and Dr. Mary Gunter for hosting the Annual ARPEA Conference.
- III. February 28, 2008 Minutes
  - Minutes were presented to members (Agenda Attachment)
  - Dr. Carlton Holt made a motion to accept minutes.
  - Dr. Mary Gunter seconded motion.
  - Motion carried to approve minutes.
- IV. Dr. Mitch Holifield provided an update on the ADE Rules and Regulations on the Code of Ethics (Agenda Attachment), and the Professional Standards Board (PSB) activities in regards to the Code of Ethics:
  - PSB held several meetings across the state to consider public comments.
  - Based upon public comments, revisions to the Code of Ethics will be made April 27-28, 2008.
  - PSB's legal council will review the revised Code of Ethics.
  - The final version will be presented at the PSB meeting either the second Monday in May or June, 2008.
  - Dr. Holifield will email the final version to Dr. Kieth Williams who will then forward the document to all ARPEA members.
- V. Dr. Carlton Holt gave an overview of the current ARPEA financial report and provided the following table documents for review/discussion:
  - ARPEA 2/20/08 Financial Statement
  - 2007-2008 ARPEA Members
    - Current balance: \$5,254.30
    - 2007-2008 membership: 37 members have paid dues
    - Dr. Holt will email members from SAU, UALR, and UAM who have not renewed their dues.
    - Dues for 2008-2009 should be collected during the 2008 Annual Conference.
    - Dr. Pat Weaver made a motion to accept Financial Statement and membership roster.
    - Dr. Mitch Holifield seconded motion.
    - Motion carried to accept financial statement and membership roster.
- VI. Dr. Mitch Holifield provided an update of the Rules Governing Teacher Licensure for Reciprocity (Agenda Attachment) and gave an overview of PSB recommendations for administrator reciprocity status as follows:
  - If a person from out-of-state seeks reciprocity and that person graduated from a nationally accredited institution, that person will be granted reciprocity for licensure.
  - If a person graduated from a non-accredited institution and has not taken the SLLA, but has one or more years of administrator experience, that person will be granted reciprocity for licensure.

- If a person has graduated from a non-accredited institution and has no administrator experience, that person will enter the ALCP program and the ADE mentoring program. Universities will be responsible for assuring success on the SLLA.
  - An issue was raised: Universities are not consistent with requirements for ALCP candidates. At a previous ARPEA meeting that addressed this issue, members agreed that universities would require the following:
    - Introductory leadership course
    - Personnel supervision
    - Law
    - Curriculum
    - Internship
  - Suggestion: ARPEA should make a formal request for ADE administrator licensure personnel, university chairs/program coordinators, and ARPEA members to meet annually to update practices and procedures for ALCP candidates.
  - Announcement: ADE will raise the cut score for the SSA from 152 to 156. The cut score for the SLLA (currently 158) will not be revised at this time.
  - Dr. Holifield was praised for doing a good job representing ARPEA on the PSB.
- VII. Slate of Officers for 2008-2009
- Dr. Mary Gunter—President
  - Dr. Elizabeth Vaughn-Neely—President Elect
  - Dr. Shelly Albritton—Secretary
  - Dr. Carlton Holt—Treasurer
- VIII. 2009 Conference site
- Possibly UALR or UA Fayetteville
  - Dr. Vaughn-Neely will set date (around the 10<sup>th</sup> of April, 2009)
- IX. Legislative Issues for 2009
- ADE professional development series for principals will begin this summer; focus will be on instructional leadership.
  - Ad Hoc Committee report at ARPEA Conference April 21, 2008; Ad Hoc Committee members will speak about student recruitment incentives, AR Delta initiatives, and response to SREB's push to hold preparation programs accountable for candidates' impact on student achievement.
  - Dr. Mary Gunter provided the table document, Instructional Facilitator/Coach Research for the following review/discussion:
    - There is no set definition/job description for the academic coach in AR schools.
    - Academic coaches receive training in content, but lack training in leadership skills and in andragogical concepts.
    - The state department is moving quickly to approve an 18 hour endorsement for academic coaches.
    - Candidates who earn 18 hour endorsements should have the opportunity to continue their education to acquire a Curriculum Administrator license.
- X. Other business: Dr. Mary Gunter provided the table document, ARPEA Annual Spring Conference, and provided an overview of the conference itinerary.
- XI. Dr. Kieth Williams adjourned the meeting at 9:00 pm.

Minutes respectfully submitted by Dr. Shelly Albritton.