



**ARKANSAS PROFESSORS OF EDUCATIONAL ADMINISTRATION  
EXECUTIVE COUNCIL MEETING  
TUESDAY, FEBRUARY 28, 2006  
Arkansas Department of Education – Office of Professional Quality Enhancement  
Second Floor Conference Room  
501 Woodlane Street (501-682-4346)**

**MINUTES**

The ARPEA Executive Council meeting began with lunch at noon. Ms. Donna Zornes was thanked for providing lunch and appreciation was expressed to AEA for allowing us to meet in their conference room.

The meeting was called to order at 12:15 p.m. by Dr. Johnnie Roebuck, Chair.

**Members present:** Dr. Carleton Holt, UAF; Dr. Keith Williams, Harding; Dr. Mitch Holifield, ASU; Dr. Mary Gunter, ATU; Dr. Johnnie Roebuck, HSU; Dr. Kenneth Booth, SAU; Dr. Judy Johnson, UALR; and Dr. Shelley Albritton for Dr. Jack Klotz, UCA.

**Members absent:** Dr. Vera Lang, UAM

**INTRODUCTION**

Ms. Zornes introduced and the Council welcomed Ms. Teri Dorrough as the new ADE EDL Program Liaison. Ms. Dorrough is a former principal at Beebe and Cabot and has taught in Pigeon Forge, Tennessee and Virginia. She holds a BA in Elementary Education and a M.Ed. in Supervision and Administration from East Tennessee State University in Johnson City, Tennessee.

**UPDATE FROM ADE**

Ms. Zornes gave an update concerning the NASDTEC Southern Region meeting she attended as the Director of the Southern Region in Memphis February 24-26. The southern region includes Texas, Louisiana Mississippi, Georgia, Alabama, South Carolina, Florida and Arkansas. There were three people from SREB at the meeting. Ms. Zornes presented an overview of the changes in the Arkansas administrator preparation programs “From Buses, Budgets and Buildings to Learning Leaders” which was produced in collaboration with Dr. Roebuck. She felt the response and questions from the attendees were very positive.

Ms. Zornes discussed the plan for updating the ISLLC standards for school leaders which were developed in 1996. She distributed a report from Joe Simpson, Executive Director of the Interstate Consortium on School Leadership which outlines the goal of maintaining continuity with state policies while updating the standards. States will be attending on-site meetings and participating in web-based writing groups, sharing information and feedback as a community of learners. “Balanced Leadership” an article by \_\_\_\_\_ which outlines the 21 tasks of a leader will be the centerpiece of this update. Ms. Zornes invited the coordinators to work closely with her and Ms. Dorrough on this work. There will be five types of products:

- Updates of the ISLLC standards language and format
- Defining of performance standards for initial licensure and test specification
- Defining of professional level performance standards for renewal of license and test specification
- Defining of advanced or mentor level performance standards

## Defining of performance rubrics for a leadership portfolio

There is already a new name for the group – ICSL: Interstate Council of School Leaders will replace the name: ISLLC.

Ms. Zornes also distributed the Agreement for Uniform School Counselor Licensure Programs in Arkansas which was signed by university coordinators on October 19, 2005.

The minutes of December 14 were approved with motion by Dr. Holifield and second by Dr. Gunter.

The financial report was given by Dr. Holt and approved with motion by Dr. Klotz and second by Dr. Booth. Dr. Holt also provided a listing of 31 2005-06 members of ARPEA:

ASU	8
Harding	6
Henderson	8
UAF	4
UAM	1
UCA	4
UALR	0
ATU	0
SAU	0

It was announced that there are no student members even though student membership fees have been set.

The Educational Administration Directory was distributed but not every coordinator received a copy. It was decided that we will try and secure more copies.

## REPORTS

Dr. Mitch Holifield introduced Ms. Beverly Williams, Assistant ADE Commissioner, who gave an update on the HB 2438 Task Force work. Ms. Williams praised Dr. Holifield's candor, which has been critical in pushing the work forward. The group has proposed to keep P-4 as is but tweak existing 5-6 so P-4 can be licensed. The recommendation is also to allow 7-12 person to become endorsed in 5-6 content only. For non-traditional program, it is recommended that entry gpa be 2.5 or 2.75 on last 60 hours. These changes will be considered at the ADE Board meeting in April. She also gave an update on the Texas A & M – Texarkana proposal for an Arkansas approved building level licensure program. She stated that she had met with representatives from TAMT and assured them that their proposal would not be considered for approval since Texas is not an NCATE state.

Dr. Keith Williams gave an update on the ARPEA Spring Conference to be held at Harding University on Monday, April 10 beginning with coffee at 9:00 a.m. Dr. Kieth Williams announced that Ms. Estelle Mathis will be the keynote speaker and will provide an overview of the scholastic audit process. There will be a panel discussion with representation from professional organizations and/or legislature. Coordinators are to submit questions for the panel who will discuss "Education in Arkansas after Lakeview." The afternoon session will be three (3) student research papers which will be chosen from submissions from all programs. Dr. Williams also asked coordinators to provide him with names of students who would present research papers at the conference. He announced the registration fee is \$40 for members.

Dr. Roebuck announced that she has still not received the SREB Rubric forms from all institutions and encouraged everyone to submit as soon as possible.

Dr. Holt discussed the progress of the Research and Advocacy Network led by Les Carmine. The pilot survey is ready.

Dr. Holt gave a report on his attendance at the NCPEA affiliate training meeting at the NCPEA conference held in San Diego February 24 – 25. This training was held in conjunction with the AASA Conference.

Dr. Booth discussed his attendance at the SREB Curriculum Module Training Session in Atlanta and said the modules mirror our performance based work with the ISLLC standards very closely but do not contain the depth or rigor of the Arkansas EDL programs. There are 14 modules with 40-50 people delivering training. Emphasis is using data to lead change.

## **OLD BUSINESS**

Dr. Williams reported on the professional development credit for EDL courses and requested that all coordinators submit their courses to him. ASU and HSU have submitted.

It was decided that the PowerPoint presentation that Ms. Zornes presented at the Memphis meeting would be available on the ARPEA website along with the PowerPoint developed by Dr. Roebuck. Coordinators may want to use these presentations as they are discussing changes and progress in our EDL programs of study.

## **NEW BUSINESS**

### **PROGRAM UPDATES**

**UCA** - The new dean is Dr. Larry Robinson. The EDL program is moving back to the School of Education and the new chair is Dr. Terry James.

**UAF** - approval for two new positions and 10-12 applications have been received. Applicants must be from one of the top 54 U.S. research institutions.

**ATU** - one position approved which is a carryover from last year. Successful candidate should have experience as principal with expertise in curriculum. Another request for a second position with superintendent experience is in process. Dr. Gunter announced the ASCD conference will feature Doug Reeves. There will be a 50% discount for student registration.

**ASU** - one position with superintendent experience required. Successful candidate will work with EDS and MSE programs and possibly the Ed.D.

**Harding** – one position for statistics/research. The Bentonville Center will begin offering a P-20 Ed.D. in educational leadership in August 2006 after approved by HLC.

**UALR** - one position to teach research and superintendent background preferred. EDL program is being restructured.

**SAU** - Announced that the program of study for the district level administrator numbers are down and program may be discontinued.

**HSU** - one position for someone with background in research and finance. Superintendency or central office experience required. Currently interviewing top 3 candidates.

## **V. FUTURE MEETING DATES**

The next meeting will be held on April 10 at the ARPEA spring conference at Harding University in Searcy.

The meeting adjourned at 3:00 p.m.

Respectfully submitted: Johnnie Roebuck, for Vera Lang

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**ARPEA Executive Council  
Minutes of Meeting  
April 9, 2006**

*Attendance:* Dr. Mitch Holifield ASU  
Dr. Jack Klotz UCA  
Dr. Kenneth Booth SAU  
Dr. Judy Johnson UALR  
Dr. Johnnie Roebuck HSU  
Dr. Kieth Williams Harding University

*Guests:* Ms. Beverly Williams ADE  
Dr. J. Nichols ASU  
Dr. Pat Weaver HSU

*Absent:* Dr. Vera Lang UAM  
Dr. Carleton Holt UAF  
Dr. Mary Gunter ATU

The meeting was held at Doc's Grill in Searcy on April 9, 2006, hosted by Dr. Keith Williams immediately prior to the ARPEA Spring Conference.

Minutes for February 28 meeting were read. Motion by Jack Klotz, Second by Kenneth Booth. Approved.

**Topics of Discussion**

**Proposed Professional Development Offerings**

EDL courses as proposed professional development offerings for teachers will be submitted to the Arkansas Department of Education. This process would allow Arkansas educators to receive professional development credit for graduate level coursework.

Dr. Kieth Williams will facilitate the overall proposal offering to ADE after each institution submits their proposal to him. The proposals will need to be separated by teacher professional development offerings and administrator professional development offerings. Deadline for submission to Dr. Williams is April 24.

Ms. Beverly Williams indicated that she and her staff would review all materials and make a final decision as to appropriateness of professional development offerings.

**ARPEA Spring Conference** *Program attached.*

Dr. Williams presented the final ARPEA Spring Conference agenda for April 10, 2006.

**MEMO to Dr. Ken James** *Attached*

Dr. Roebuck presented a memo to be submitted to Dr. Ken James and Ms. Linda Beene addressing the Texas A & M – Texarkana initiative for approval to provide administrative licensure to Arkansas students. Concerns expressed included:

- No NCATE accreditation or standards from that institution
- No commonality in program content
- No integration of program with other Arkansas institutions

The memo will be held until all committee members have had opportunity to review and notify Deans of concern. Then memo will be submitted as signed by all ARPEA committee members and participating institutions.

### **Educational Leadership Directory**

Additional copies of the Educational Leadership Directory are available for cost. Additional copies are being solicited.

### **Discussion regarding Association with AAEA**

In original discussion of the ARPEA Executive Committee, possible affiliation with the Arkansas Association of Educational Administrators was cited as a priority issue to encourage further collaboration among higher education institutions and practitioner organizations.

The AAEA requirement of 50 members was prohibitive, but with growing membership in the ARPEA, this numerical requirement is within reach.

Inquiry into benefits of AAEA membership included:

- a) Dues structure
- b) Collaboration and networking opportunities
- c) AAEA conference
- d) Newsletter
- e) Announcements
- f) Recognized professional organization status

The suggestion was made to invite Dr. Tom Kimbrell, AAEA Executive Director, to discuss the potential of ARPEA joining with AAEA. Action was tabled until further information could be obtained and will be discussed at a later date.

### Program Updates

U of A – Fayetteville:	Held an Advisory meeting to discussion vision and ideas
UCA	Have filled one (1) position and have two (2) on hold
ASU	Have a failed search; hired adjunct for one year
Arkansas Tech	Dr. Gunter was at Standards Board Review meeting
Harding	Has submitted a proposal for an Ed.D program P-20 Educational Leadership
UALR	Has completed program redesign and hired one (1) new faculty
U of A – Monticello	Program in review with program team in process
SAU	Programs in review and expecting NCATE in 2008
Henderson	Still in search for one (1) new position

### **2007 ARPEA Annual Conference**

The 2007 ARPEA Annual Conference will be hosted by Dr. Mitch Holifield and ASU at Jonesboro.

Motion made by Dr. Klotz and seconded by Dr. Holt that the ARPEA conference date be set for the second Monday in April with the Executive Council meeting to be held preceding the conference.

### **Financial Report**

Membership by Institution: 2005-06	
Arkansas Department of Education	(2) two
Arkansas State University	(8) eight

Arkansas Tech University	(0) none
Harding University	(6) six
Henderson State University	(8) eight
University of Arkansas – Fayetteville	(4) four
University of Arkansas – Little Rock	(0) none
University of Arkansas – Monticello	(1) one
Southern Arkansas University	(1) one
University of Central Arkansas	(4) four

TOTAL MEMBERS: 3

Financial Balance: \$2,250.24 (report attached to minutes)

**Slate of ARPEA Executive Officers**

ARPEA Executive committee officers will transition on July 1 of each calendar year.

New slate of officers:

Chair:	Jack Klotz	UCA
Vice-Chair	Kieth Williams	Harding University
Secretary	Judy Johnson	UoA – Little Rock
Treasurer	Carleton Holt	UoA - Fayetteville

**Final Review of all Educational Leadership programs**

All programs should submit updated program of study for building level, district level and curriculum program administrator licensure to Dr. Roebuck to ensure that current and accurate information is available for future discussions.

**Meeting Adjourned**

Submitted by: Judy Johnson, Secretary

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**ARPEA Executive Committee  
Minutes of Meeting  
July 24, 2006**

<i>Attendance:</i>	Dr. Kieth Williams	Harding University
	Dr. Johnnie Roebuck	Henderson State University
	Dr. Mary Gunter	Arkansas Tech University
	Dr. Mitch Holifield	Arkansas State University
	Dr. Judy Johnson	University of Arkansas at Little Rock
Ms. Holifield	Guest/Educator Perspective	
	Ms. Beverly Williams	AR State Dept. of Education
	Rep. Tommy Roebuck	Guest/Legislative Information
<i>Absences:</i>	Dr. Carleton Holt	University of Arkansas
	Dr. Jack Klotz	University of Central Arkansas
	Dr. Vera Lang	University of Arkansas at Monticello

*Topics of Discussion:*

- SREB commentary regarding Educational Leadership Preparation programs
- Update: Texas A & M – Texarkana request for licensure program
- Membership Dues – Effective Dates

- Financial Report
- Spring Conference Financial Report (Final Report)
- Transition of officers – July 1 each year
- Professional Development for each program (Presented to AR DoE)
- Flowers to Dr. Klotz
- Update programs of study for all programs if major changes have been made

The meeting was called to order and conducted by Dr. Keith Williams in the absence of Dr. Jack Klotz. Guests and members held a working meeting over dinner at the Wyndam Hotel and Conference Center in North Little Rock, AR on July 24, 2006, at 7:00 p.m.

## **SREB**

Dr. Roebuck presented concerns and facilitated discussion regarding the Southern Regional Educational Board's push for reform of educational leadership programs across the nation and apparent lack of understanding concerning the Arkansas intensive reform efforts since 2000. Issues discussed included: inclusion in a report addressing inadequacies of preparation programs and the internship experiences provided by said programs, Specific Arkansas institutions mentioned, yet little or no precise information elicited from the majority of the AR institutions/programs, impact on AR legislation and AR legislators from SREB, and need for continued voice for AR higher education institutions and preparation programs. Consensus was that continued and increased presence is a high need.

Minutes – July 24, 2006

Page 2

## **Update – Texas A & M – Texarkana Request for Building Level Licensure**

Dr. Roebuck provided copies of letter/response received from Dr. Linda L. Beene regarding the Texas A & M – Texarkana request. Additionally, Ms. Williams provided information relative to NCATE standards/expectations and listened to concerns regarding other college/university preparation programs wishing to enter the Arkansas education market, but not abiding by the NCATE process.

## **Membership Dues**

Discussion and confirmation that membership dues for the ARPEA organization would be \$20 per year and would be effective for the calendar year, July 1 through June 30.

The spring ARPEA conference fees will include membership dues per the decision of the general membership at the spring 2006 meeting.

## **Financial Report**

### Membership by Institution:

Arkansas Department of Education	(2) two
Arkansas State University	(8) eight
Arkansas Tech University	(0) none
Harding University	(6) six
Southern Arkansas University	(1) one
Henderson State University	(8) eight
University of Arkansas – Fayetteville	(4) four
University of Arkansas – Little Rock	(0) none
University of Arkansas – Monticello	(1) one
University of Central Arkansas	(4) four

34 total members

Financial Balance: \$2,250.24

Dr. Holt submitted, via Dr. Roebuck, the April 9, 2006, financial statement with a notation that there has been no change. The statement was distributed and is an attachment to these minutes.

ARPEA Spring Conference Financial Report (Closing Balance)

<u>Agenda Item</u>	<u>Minutes</u>
December 11	The purpose of the General Session was to meet with the membership and representatives of the Arkansas Department of Education concerning licensure, reciprocity and other program issues.
<u>Call to Order:</u>	Dr. Jack Klotz, Chair called the general session to order at 1:05 p.m. Mary Gunter welcomed the group and reviewed the logistics associated with the group's stay at the Center. Mike Royce, the Center Facility Manager also welcomed the group and provided contact information.
<u>Members Present:</u>	Dr. Mitch Holifield, ASU; Dr. Mary Gunter, ATU; Dr. Kieth Williams, Harding; Dr. Kenneth Booth, SAU; Dr. Jack Klotz, UCA; and Dr. Vera Lang, UAM; Karen Endel, ATU; Becky Shopfner, ATU; Kerry Roberts, ATU; Buddy Hooper, UALR; Steve Bounds, HSU; Joe Nichols, ASU; Marilyn Carpenter; UAM; V. Carol Smith, ATU
<u>Members Absent:</u>	Dr. Carelton Holt, UAF; Dr. Judy Johnson, UALR; Dr. Johnnie Roebuck, HSU.
<u>Guests Present</u>	Donna Zornes, Arkansas Department of Education; Terri Dorrough, Arkansas Department of Education
<u>New Business:</u>	
<u>Session One:</u>	<u>A Response to the Issues of Licensure</u> This item was a response to the ADE meeting held in Little Rock, AR on November 29, 2006 for all university Deans, Department Chairs and Ed Leadership Program Directors/Coordinators at which a notebook of proposed new administrative licensure application forms and related existing state regulations were presented.
University Role in Licensure	<u>Non-University Licensure Requirements:</u> ARPEA members expressed concern about the need for the university's to collect and "validate" documents required for the licensure application that were outside the scope of the university's responsibility in licensure, such as applicant employment service records. Universities should only have to validate that a student complete an approved degree/plan of study. A request was made to eliminate the non-university items on the licensure application, including employment services records.  <u>Official University Licensure Designee:</u> ARPEA members expressed concern about the requirement for multiple signatures by university officials when each university has different designated persons who have this internal responsibility and Ed Leadership program directors are not always the official university designee or the repository for official university records. A request was made to make a single signature line that was generic enough to accommodate the university's official designee for licensure issues.  <u>Student Awareness of Licensure Requirements:</u> ADE members expressed concern that licensure applicants were not aware of licensure requirements causing problems for the department. Ken Booth suggested that this information be consolidated with the licensure forms. The group agreed that a consolidated form informing program enrollees of licensure requirements would be developed by ADE and a working group of members and an ADE representative would develop a draft in the evening working session.
<u>Session Two:</u>	<u>Issue of Out-of-State Reciprocity</u> (Discussion and Development of as Possible ARPEA Position Statement for Presentation to the PDLAB in January, 2007). Discussion took place concerning issues associated with the licensing of people who hold



out-of-state administrator licenses, especially concerning the rigor of out-of-state programs, on-line programs, etc. ARPEA members wanted to know how many out-of-state people were applying for in-state licenses, whether they were initial or experienced administrators, and what states have reciprocity with Arkansas. Clarification was sought concerning the definition “regional university”, which was interpreted by ADE the members of Central Association.

Donna Zornes of ADE indicated that ADE has not signed an agreement with Texas A&M to directly credential graduates of their program, but ADE did sign both the teacher and administrator interstate agreement. The group was told that other states were considering not signing this agreement in the future and that “a starting point would be to void the administrator agreement.” She indicated that the criteria used by ADE to examine out-of-state licensure was 1) program of study, 2) accreditation of the institution, 3) assessment score, 4) portfolio, and 5) internship. It was indicated that PNLAB could ask ADE to revoke the reciprocity agreement.

It was resolved that a group would work this evening to determine what data to obtain and a possible resolution.

December 12  
Call to Order:

Dr. Jack Klotz, Chair called the general session to order at 8:50 a.m.

Session 1 & 2  
(continued)

Jack Klotz asked for reports from the prior evening’s two working groups.

Working Session Report 1-Licensure Applicant Form Revisions

Terri Dorrough presented a draft of one of the proposed “Administrator Licensure Requirements” form discussion. It was agreed that the section that states “to the University Educational Administration Chairperson” would be deleted and that “degree” would be added to “Completion of the Program of Study” on the form (see attached form). Revisions of the applications based on the group’s earlier requests were not submitted, but it was agreed by ADE that all mention of university responsibility for collected employment records and the like would be deleted from these forms as well. Ms. Dorrough indicated that she would send copies of all of the proposed revised applications and the licensure requirements form in the spring to Jack Klotz for distribution and comment by the membership

Work Session Report 2-Reciprocity

Donna Zornes of ADE distributed a copy of the “NASDTEC Interstate Agreement Facilitating Mobility of Educational Personnel”. The agreement permits states to add additional requirements for licensure, which “in Arkansas is not being enforced”. This is the role of the ADE professional licensure division. She also stated that “the majority of states did not sign the agreement for administrators.” She indicated that she could write a letter to rescind the agreement. She proposed two options 1) to try and get compliance by ADE or 2) to rescind the agreement. Concern was expressed by several ARPEA members that the group needed data concerning the number of out-of-state persons seeking initial administrator licensure versus those out-of-staters who were experienced, as well as states that had denied Arkansas administrator’s reciprocity before a factual proposal could be developed.

It was resolved that Mary Gunther would develop a proposal to address the issue of initial administrator licensure for out-of-staters versus licensure for experienced out-of-state administrators. Mary would also contact Beverly Williams to set a meeting concerning the matter.

Session 3  
Program Information

Internship Topics

Mitch Holifield re-stated a concern expressed earlier about the interpretation from ADE that a separate internship was needed for each licensure when two licenses were being

sought. He has asked for a ruling by NCATE on the matter of a “blended” internship. Others indicated that a “dual” (two internships taken consecutively) was a way to handle both.

Licensure Examination Topics

Raising the “cut” score on the SLLA for Arkansas licensees was discussed as well as the acceptability of various response patterns by ETS scorers (e.g. bulleting, holistic scoring, etc). It was suggested that changes in the passing score be postponed until the new ELCC standards were made and corresponding revisions were made in the test.

Portfolio Topics

No discussion

Announcements

Arkansas ASCD Conference: The Arkansas ASCD conference will be in Hot Springs, AR on June 24-27, 2007. Students get 50% reduction in conference tuition if they have a letter verifying that they are enrolled in a specific class during the June summer session. There is also a \$1000 Leadership Grant opportunity and a scholarship for a person enrolled in a Curriculum Administrator program.

ASCD Advocacy Conference; There is an ASCD Drive-In Advocacy Conference in Cabot, AR concerning the re-authorization of NCLB and How to be an Advocate on January 29<sup>th</sup>, 2007. See the ASCD website for conference particulars.

Curriculum Framework Revisions: There will be a January conference for district and high education people concerning the approved, amended math and language arts curricula for grades 9-12 in January, 2007. See the ASCD web page for particulars.

ELCC Update Meeting

Members should plan to attend an ELCC Update Meeting in the spring on May 1 with the NCATE ELCC representative.

Adjournment

The meeting was adjourned at 11:30 a.m.

Dr. Williams reported that 42 people attended the ARPEA spring conference held at Harding University on Monday, April 10, 2006. Registration fees were collected in the amount of \$1,845.00. Expenses totaled \$694.12 and \$1,150.88 was deposited in the ARPEA account.

**Transition of ARPEA Executive Officers**

ARPEA Executive committee officers will transition on July 1 of each calendar year.

New slate of officers:

Chair:	Jack Klotz	UCA
Vice-Chair	Keith Williams	Harding University
Secretary	Judy Johnson	UoA – Little Rock
Treasurer	Carleton Holt	UoA - Fayetteville

Minutes - July 24, 2006

**Professional Development Courses Presented to AR DoE**

Discussion was facilitated by Dr. Kieth Williams regarding the submission of final recommendations from the ARPEA Executive Council for EDL courses from each of the member institutions to be counted for professional development credit for teachers. Per discussion with Ms. Williams, the determination was made that each institution/program would provide paper and electronic copy of proposed professional development courses in grid format. One frame would indicate PD courses for teachers, and one frame would provide PD courses for practicing administrators.

This information needs to be provided to Dr. Kieth Williams as soon as possible in order for him to submit the information to Dr. Beverly Williams.

#### **Flowers for Dr. Klotz**

The committee agreed by consensus to send Dr. Jack Klotz a notice of our concern and thoughts along with flowers. Dr. Johnson will complete that task and submit cost to Dr. Holt.

#### **Key Conditions and Indicators for the Redesign of Leadership Preparation – SREB Rubric**

Dr. Roebuck continues to collect information for a final report to Dr. Ken James. All universities have submitted except UAM.

#### Programs of Study for Building Level Licensure

All programs should submit updated program of study for building level licensure forms to Dr. Roebuck in order for a list of core courses to be determined.

#### **Meeting Adjourned**

Submitted by: Judy Johnson, Secretary

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#### **Arkansas Professors of Educational Administration**

##### **Executive Council Meeting**

**Monday, December 11, 2006**

**Guest house Executive Board Room, 7:00 p.m.**

**Lake Point Conference Center**

**Arkansas Tech University**

**Russellville, Arkansas**

<u>Agenda Item</u>	<u>Minutes</u>
<u>Call to Order:</u>	The meeting was called to order at 7:15 p.m. by Dr. Jack Klotz, Chair.
<u>Members Present:</u>	Dr. Mitch Holifield, ASU; Dr. Mary Gunter, ATU; Dr. Kieth Williams, Harding; Dr. Kenneth Booth, SAU; Dr. Jack Klotz, UCA; and Dr. Vera Lang.
<u>Members Absent:</u>	Dr. Carelton Holt, UAF; Dr. Judy Johnson, UALR; Dr. Johnnie Roebuck, HSU.
<u>Approval of Minutes:</u>	None
<u>Announcements:</u>	None
<u>Financial Report:</u>	<u>Account Balance:</u> Jack Klotz distributed a report of the checking account balance provided by Treasurer, Carleton Holtz. The account balance as of 12/8/2006 was \$4,031.12.  <u>Membership:</u> He also distributed a copy of the paid member ship list for 2006-2007. There are currently 41 members listed from seven institutions, 27 (66%) of whom are currently paid. Membership is \$20.00 annually.
<u>Old Business:</u>	None
<u>New Business:</u> <u>Agenda Item 1</u>	<u>Mid-South Educational Research Association (MSERA)-Fall Meeting</u> Jack Klotz, a member of the MSERA Board of directors, indicated that the fall MSEAR is at the Austin Hotel in Hot Springs, AR on November 7-9, 2007. MSERA encompasses the states of Arkansas, Louisiana, Mississippi, and

Tennessee. Details for membership, proposals for research papers, posters and symposium are at the MSERA website

Agenda Item 2

ARPEA Spring Conference

Mitch Holifield indicated that our spring conference will be held at ASU in Jonesboro, AR on April 15 and 16. The ARPEA Executive Meeting will be held the evening of the 15<sup>th</sup> and the conference on the 16<sup>th</sup>. The group discussed some possible conference topics and format. The conference registration fee is \$40.

Agenda Item 3

Other Items as Raised:

Curriculum Administrator Licensure

Mary Gunther indicated that some discussion may be taking place about re-examining the nature of the curriculum Administrator licensure and whether there needs to be licensure or an endorsement for building level curriculum (e.g., reading, math) specialists and ‘coaches’.

Adjournment

The meeting adjourned at 7:50 p.m.

Respectfully Submitted: Kenneth C. Booth, Ph.D., Secretary

ARPEA Officers, 2006-2007

Dr. Jack Klotz  
Chair

Dr. Kieth Williams  
Vice-Chair

Dr. Carelton Holtz  
Treasurer

Dr. Kenneth Booth  
Secretary

Past AREA Chairs

--  
2033-2004

--  
2004-2005

Dr. Johnnie Roebuck  
2005-2006

*Creating Quality Leadership for Arkansas Schools*

**Arkansas Department of Education**

**Administrator Licensure Requirements**

I understand that in order to obtain an Educational Leadership License in the state of Arkansas I must provide documentation of the following items:

- ∅ A Current Arkansas Standard Teaching License.
- ∅ At Least Four Years of Teaching Experience
- ∅ At Least three Years Experience at the Grade Level and/or in the Area of Licensure Sought.
- ∅ Successful Completion of the School Leaders Licensure Assessment with a Composite Score Greater Than or Equal to the Score Required by the Arkansas Department of Education
- ∅ Completion of a [add:Degree]/Program of Study (based on the *AR Standards for Licensure of Beginning Administrators*)
  - o Internship
  - o Portfolio Development (assessed by program of study faculty and at least one external evaluator).

I further recognize that upon employment as a Building Level Administrator or curriculum/Program Administrator **I shall participate in the Arkansas Beginning Administrator Mentor Induction Program for a Minimum of One Year.**

I verify that I have met the following Arkansas Administrator requirements and have submitted all of the required documentation to the [~~University Educational Administration Chairperson and sent a copy to the~~] Office of Teacher Quality, Administrator Licensure Program Advisor, Attn. Teri Dorrrough, 501 Woodlane St. Suite-220c, Little rock Arkansas, 72201.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chairperson Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution of Higher Education