SCHEV Meeting 10/5/05

Participants:
Dr. Abha Gupta, Project Director
Dr. Steve Myran, Co-Director
Laura Nelson, Director, Science Education, PPS
Helen Taylor, Director, Reading Education, PPS
Carla Bell, Project Coordinator

AGENDA

1. Funding status update
2. Carla’s contract
3. Timeline adjustment
4. Briefing to school principals – District directors
5. Application and Brochure for Professional Development – Carla Bell
6. Identifying teachers for professional development
7. Teacher Mentors? Who will that be?
8. Schools for Team Teaching
9. NASA Update – Laura Nelson
10. Dr. Taylor and Dr. Morgan – date for workshop
11. Suggestions for staff developer on ‘mentorship’
12. Suggestions for staff developer on ‘effective reading practices’
13. Student mentors – Dr. Mukkamala
14. VSRA Virginia Beach, March 9, 2006 (Thursday)
15. Other issues

Minutes of Discussion Points:

Funding Status:
1. 50% of the total amount to start right away is available. Sherrie Wiggins is the contact person at the ODU Research Foundation and will help with filling out forms. Karen Jones is the grant contact person in Portsmouth.

Project Coordinator’s (Carla Bell’s) Contract
1. Jackie Grant – 393-8239 – is the contact person in Human Resources. Laura Nelson and Carla Bell will go down to the HR office immediately following the meeting to check on contract status.

Timeline Adjustment:
1. Since project was on hold until 9/21 due to funding status, it may not be possible to accomplish all of the objectives listed in the original project. However, still working on 3 modules of the project: 1) Professional Development; 2) Mentorship; 3) Team Teaching

2. October Objectives – Dr. Gupta gave the following objectives to be accomplished in the month of October:
   • District Directors brief School Principals / Introduce Carla Bell (District Directors and principals)
   • Identify teacher participants and mentors (Carla Bell and Directors – 32 4-8 teachers)
   • Identify school participating in team teaching (Dr. Taylor and principals)
   • Visits to school to meet with principals and participants (Carla Bell)
   • Select day/time/place/person for workshops (Carla Bell)
- Work with school division on budget wrt substitute teachers / stipends (Carla Bell)
- Work on pre and post assessment forms (Dr. Gupta, Dr. Myran, Carla Bell)
- Develop a listserv for all identified participants

**Unofficial Research Question**

1. Dr. Myran proposed that project participants make note and document various organizational obstacles that are issues along the way to fully or easily implementing this grant/research project. He would like to collect information concerning how projects like these can be implemented more seamlessly at the University level. Specifically, he wants to look at: What keeps these grant projects from working? How does organizational infrastructure stand in the way? He would like to encourage open feedback between ODU and the Portsmouth Directors about any difficulties they have faced in implementing this project. Learning from current difficulties is crucial to successful partnerships between the University and the surrounding public school systems.

   It was suggested that the Dean of the College of Education could be invited to attend the next SCHEV meeting.

**Teacher Information Brochure and Application**

1. Dr. Taylor and Ms. Nelson will set up a time to meet with principals so that Ms. Bell can be introduced and the SCHEVE project outlined. Ms. Bell will work with Directors to prepare a short presentation for principals.

2. Once meeting with principals has occurred, Ms. Bell will visit schools to recruit teachers for the program.

3. Ms. Bell presented the draft teacher information brochure and application for consideration. Dr. Taylor suggested that the application be condensed to one quick page of information. Given the quick turnaround time for the application process, teachers will be more likely to complete a shorter application. Additional information about experience, past training and workshop expectations can be collected during the participant interviews. Dr. Taylor also suggested including a question on the application about having passed Praxis 1 and 2.

**Workshop Updates**

1. Dr. Williams (NASA) is holding the dates of Oct.26 and 27 (9 – 3:30) for possible workshops. Ms. Bell will follow up with NASA to work out details of workshop, training areas, food, etc. Ms. Bell will also need to coordinate with HR in Portsmouth for substitutes.

2. Dr. Ray Morgan and Dr. Taylor will be in touch with each other about a date for their workshop on effective strategies for reading in the content areas.

**Team Teaching Module**

1. It may not be possible, given current time constraints, to use a true “experimental” model in looking at team teaching – i.e. randomly apply treatment, provide training, then compare results.

2. It may be better to pursue 2 teachers already team teaching and videotape their classroom experiences. The resulting video can then be used for future training purposes.

3. Laura Nelson will contact HR to see who they have listed as trainers in the area of Team Teaching and Mentoring. Dr. Taylor will also ask principals and teacher content supervisors for suggestions on good team teaching models they have seen in operation in the classrooms.
**Mentorship Module**

1. During discussion of choosing teacher mentors for this SCHEV project, it was discovered that Portsmouth already has an identified group of mentors. It may be possible, and preferable, to support the already existing program rather than duplicate program for sake of project.

2. Ms. Nelson will talk to HR about the current mentorship program to find out how it is funded. If it is not grant funded, it may be possible to use the Mentors already identified by Portsmouth for this module of the project.

3. Another option is to identify the schools that do not have current mentorship programs and use this project to place mentoring programs in the schools that need such programs.

4. The Mentor Program needs to be standardized. The way to accomplish that is for the Mentors to attend the same Professional Development workshops that the Cohort teachers are attending. Once the workshop is completed, the Mentors need to meet in a debriefing session to discuss the workshop content and set priorities on how they will support teachers in implementing workshop strategies. Mentors may need some training on how to target their assistance. Dr. Myran (or research assistant) would like to attend all Mentor meetings.

5. Dr. Myran will work with the Mentors to develop their own observation protocols. This will insure that specific targets are identified and that Mentors are mentoring toward those targets. It will also encourage Mentors to “buy in” to the Mentoring program.

6. It would also be informative to meet with the Mentees to collect feedback on how training and mentor support impacted their ability to implement the workshop information.

7. Need to look at selecting 9 total mentors from 3 identified elementary schools and 1 middle school. Very important to set criteria for selecting mentors so qualified teachers are tapped for Mentorship. A $100 stipend is in the budget for Mentors; no money was designated for Mentees.

**VSRA Conference**

1. The VSRA Conference Committee has accepted this SCHEV Project for presentation at the VSRA Conference in Virginia Beach – March 9, 2006 (Thursday) from 1:00 – 2:00. Dr. Gupta hopes this will be a platform for participants to share about resources available to teachers.

**Other Issues:**

1. Dr. Gupta will talk with Dr. Mukkamala concerning student mentors for this project. It would be good if the student mentors could attend the training workshops. This particular objective will be further addressed when the current time-sensitive issues of teacher selection and training are underway.

2. Dr. Myran reemphasized his desire to be in attendance at all teacher meetings and activities. This will provide him with the rich array of information and observations needed to conduct a robust evaluation of the project.