

**2003-2004 ACTIVITIES REPORT OF THE
WCSU CENTER FOR PROFESSIONAL DEVELOPMENT**

SUBMITTED TO

**THE WESTERN CONNECTICUT
STATE UNIVERSITY SENATE**

BY

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WESTERN CONNECTICUT STATE UNIVERSITY

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OVERVIEW OF CPD ACTIVITIES 2003-2004

During the 2003-2004 academic year, the WCSU CENTER FOR PROFESSIONAL DEVELOPMENT (CPD), continued its 19th year as the official outreach arm of the Education & Educational Psychology Department in accordance with CT State Department of Education/NCATE Teacher Preparation Program Approval standards and national CACREP accreditation standards:

NCATE Standard 3: Field Experiences and Clinical Practice

The unit and its school partners design, implement, and evaluate field experiences and clinical practice so that teacher candidates and other school personnel develop and demonstrate the knowledge, skills, and dispositions necessary to help all students learn. The CPD supports and facilitates the collaboration between Unit and school partners.

NCATE Standard 5: Faculty Qualifications, Performance, and Development

Faculty are qualified and model best professional practices in scholarship, service, and teaching, including the assessment of their own effectiveness as related to candidate performance; they also collaborate with colleagues in the disciplines and schools. The unit systematically evaluates faculty performance and facilitates professional development. The CPD involves education faculty members in professional development activities that help to maintain contact with public schools and increase their knowledge of effective teaching practices.

CACREP Standards Section I – The Institution

Cooperative relationships exist between the academic unit and other academic units that contribute to the professional preparation of students in the program as well as off-campus professional and community resources. CPD maintains cooperative relationships with A&S, ASB faculty and community schools/agencies.

Knowledge and Skill Requirements for Community Counselors

2. Models, methods, and principles of program development and service delivery for a clientele based on assumptions of human and organizational development, including prevention, implementation of support groups, peer facilitation training, parent education, career/occupational information and counseling, and encouragement of self-help; 3. Effective strategies for promoting client understanding of and access to community resources.

In 1986, the E&EP Department created the CENTER FOR DEVELOPMENTAL STUDIES (CDS), to deliver individualized programs and services to public school districts. Initial funding for CDS, was derived from a \$15,000 residual from a federal job training grant written by former E&EP Chair Stanley Klein, Dr. Joseph Cillizza and

Professor John Devine. Effective April 1997 the CDS (sic) was renamed THE CENTER FOR PROFESSIONAL DEVELOPMENT (CPD), to emphasize life long learning, assist educators, students, community and corporate members to professionally develop and to support national (NCATE) and international teacher education and counseling accreditation (CACREP) standards. Between 1986-2001, CPD operating funds were generated primarily from a tuition sharing agreement and grant activities.

In April 1994, 1999 and 2004 the CT SDE and the CT DHE Teacher Education Reaccreditation Team awarded WCSU multiple commendations for its teacher education and counseling education preparation programs. One of the commendations received during all three reaccreditation visits was for Standard 6.4, which includes the outreach activities of CPD that support teacher education, Professional Development Schools, summer tutoring programs in Danbury and diversity activities.

The CPD is governed under by-laws approved by the University Senate and a continuing five-year resolution by the CSU BOT. The CPD Director receives three (3) WLC each regular academic semester (Fall and Spring) to conduct activities from September to May (winter break excluded) including preparing the annual report and the annual spending plan. In August 2003, a five year activity report was prepared by the CPD Director and submitted to President Roach requesting a five year reauthorization of the CPD by the CSU BOT. On 12 December 2003 the CSU BOT granted the CPD a five-year reauthorization until 31 December 2008.

The bylaws for the CPD were revised in Spring 2003 and submitted to the University Senate for its approval. Under the revised bylaws the CPD is governed by an Advisory Board composed of nine (9) voting members including: the Dean of the School of Professional Studies, the E&EP Department Chair, the CPD Director, five (5) full time E&EP faculty members and one (1) PK-12 public school administrator elected for a one year term by the E&EP Department every May.

The SPS Dean did not support the unanimous approval by the CPD Advisory Board in the original 2003-04 spending plan to provide funding for the CPD Director's administrative functions during Summer School 2003 and the January 2004 Winter

break. In order to provide continuing services the CPD Director worked without compensation or release time during Summer 2003 and January 2004.

CPD services were impacted by the May 2003 **WestConn's Academic Council's** approval of a policy proposed by the SPS Dean (minutes from the meeting are not available) affecting speakers for all School of Professional Studies undergraduate and graduate classes. This speaker's policy reduced funding for ED 733 Staff Development Seminars by 40% (\$175) and contributed to a drop in enrollment of approx. 50% in ED 733 classes or the loss of approx. \$50,000 in tuition revenues.

***POLICY GUIDELINES FOR SPS COURSE GUEST LECTURER HONORARIA
(Approved by WestConn's Academic Council on 5/27/03)***

- 1. All course guest lecturers will be paid a consistent and equitable hourly "professional" honoraria fee of no more and no less than \$75.00 per hour for their lecturing in departments' traditional undergraduate and graduate courses, as collectively derived from adjunct group lecturer and full-time faculty hourly fees.*
- 2. During an academic semester, January intersession, or summer intersession, an undergraduate or graduate traditional, 3 credit course may have either one paid guest lecturer who lectures no more than 3 hours for a given course, or may have up to three paid guest lecturers, each of whom lectures no more than one hour for a given course.*
- 3. Course guest lecturer honoraria fees shall be paid from a department's "non-operational" account. Course guest lecturer honoraria fees shall never be paid from a department's operational account.*

Since 1986 the achievements of the CDS/CPD including programs, projects, conferences, and workshops received state, national and international distinction. The CPD prospered since 1986 under the leadership of nine coordinators/directors:

Prof. John Devine	1986-89
Dr. Janet Kremenitzer	1989-90
Dr. Lawrence Kershner	1990-91
Dr. Janet Burke	1991-92
Dr. Paul Sequeira	1992-93
Dr. Joseph Cillizza	1993-94
Dr. Thomas Cordy	1994-96
Dr. Darla Shaw	1996-97
Dr. John Caruso Jr.	1997-04

**2003-2004 CPD SUPPORT FOR PROPOSED
ED 733 STAFF DEVELOPMENT SEMINARS**

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| Aug 2003 | DEVELOPING CURRICULUM MATERIALS FOR SPECIAL EDUCATION & INCLUSION CLASSROOMS
Dr. Joseph Cillizza |
| Aug 2003 | DEVELOPING CURRICULUM MATERIALS FOR SPECIAL EDUCATION & INCLUSION CLASSROOMS
Dr. Vincent Ziccolella |
| Aug 2003 | CONSULTATION AND COUNSELING IN PUBLIC SCHOOLS
Dr. Aram Aslanian |
| Aug 2003 | STRENGTHENING FAMILIES & COMMUNITIES THROUGH MEDIATION & CONFLICT RESOLUTION
Dr. Daniel Joynt |
| Jan 2004 | SHAPING LITERATE MINDS IN THE SPECIAL EDUCATION INCLUSIVE CLASSROOM
Dr. Joseph Cillizza |
| Jan 2004 | GRIEF COUNSELING FOR COUNSELORS AND TEACHERS
Dr. Aram Aslanian |
| Jan 2004 | ADLERIAN COUNSELING IN THE COMMUNITY AND SCHOOLS
Dr. Michael Gilles |
| Mar 2004 | WORKSHOP IN THE ANALYSIS OF TEACHING BEHAVIOR
Dr. Joseph Cillizza |
| Mar 2004 | COGNITIVE-BEHAVIORAL & SHORT TERM INTERVENTIONS FOR ADOLESCENTS AND ADULTS
Dr. Daniel Joynt |
| Mar 2004 | DIGITAL CURRICULUM DEVELOPMENT
Dr. Janet Burke |
| Mar 2004 | SEXUALITY COUNSELING IN THE COMMUNITY AND SCHOOLS
Dr. Michael Gilles |

2003-2004 CPD SPONSORED ACTIVITIES

ANNUAL ACTIVITIES

- 2003/2004 CPD budgeted honoraria for guest speakers/representatives/materials from educational, cultural, professional and recreational organizations for eleven (11) proposed SSIV 2003, January 2004, and March 2004, sections of ED 733 STAFF DEVELOPMENT SEMINARS. The CPD Director contacted each ED 733 instructor and explained the WCSU protocol and deadlines for contracting and confirming guest speakers/representatives from educational, cultural, professional and recreational organizations.
- 2003/2004 The CPD link on the WCSU homepage was reviewed by the CPD Director.
- 2003/2004 CPD funded refreshments for four Student Teaching Triad meetings (Sep, Dec, Jan & May) to host WCSU student teachers, university supervisors and cooperating teachers. The total number of participants including faculty, cooperating teachers and student teachers in attendance at the four sessions was approx. 400.
- 2003/2004 CPD maintained annual membership in the Western CT Superintendent's Association (WCSA). The E&EP Chair attends monthly WCSA meetings from September to June. The CPD Director shares minutes of the monthly meetings electronically with the Advisory Board and the E&EP membership.
- 2003/2004 CPD funded vouchers for instructional materials at the Danbury Teacher Parent Store for guest speakers and public school representatives in double sections of the Elementary Education Professional Semester courses (ED 351, 360, 400, 440 and EPY 405).
- 2003/2004 CPD funded vouchers for instructional materials at the Danbury Teacher Parent Store for the placement of Elementary Education Professional Semester students in the following Danbury based Professional Development School partner sites – King Street Primary, Hayestown Elementary, Stadley Rough Elementary, Pembroke Elementary, Shelter Rock Elementary, Roberts Avenue Elementary and Mill Ridge Primary School.

SUMMER & FALL 2003

- July 2003 CPD supported Danbury Public School's 2003 "Sunsational Summer Camp" academic tutoring and cultural enrichment program at Mill Ridge Intermediate School from June 30th-August 01. The program provided enrichment activities to 160 students ages 6-12 including a theme based weekly field trip. Dr. Michael Gilles from the E&EP Department conducted a training seminar for Sunsational staff and counselors in training.

- Sep 2003 The CPD Director met with Danbury Public School's Science Coordinator to arrange a Professional Day of practical K-6 science experiments for elementary teachers in Western's Professional Development School sites.
- Sep 2003 The CPD Director coordinated an eco-Tour of the Westside Nature Preserve conducted by the WNP Director, Dr. Frank Dye. The eco-tour required 47 seniors enrolled in the Elementary Education Professional Semester to test WNP water sources for pH and total Alkalinity range, free and total Chlorine range, total Hardness range, Nitrate & Nitrite Nitrogen range, total Iron (ferric/ferrous) range and total Copper range. Participating in the eco-tour were Drs. Burke, Caruso, Daria and Duncanson.
- Oct 2003 CPD coordinated and hosted a breakfast meeting for the E&EP Department with eight Danbury Professional Development School principals and the Assistant Superintendent for Personnel to discuss supporting and improving the PDS model.
- Oct 2003 CPD funded WCSU application fees for two Danbury High School students who participated in the Annual Future Teachers of America conference.

SPRING 2004

- Feb 2004 CPD Director revised a half day long professional development program about "Information Literacy," for 15 representatives from WCSA public school districts. The program relies on staff from the Haas Library.
- Feb 2004 CPD funded refreshments during two in-service training seminars for Student Teaching cooperating teachers, adjunct university supervisors and E&EP faculty.
- Mar 2004 CPD Director met with Danbury's Assistant Superintendent for Personnel to discuss collaborative PDS programs and system wide professional development for teachers and staff.
- Apr 2004 CPD provided funding for the Danbury Harambee Youth Center to conduct a summer program in Theater Arts during July 2004 serving culturally diverse students ages 6-15.
- Apr 2004 CPD partially funded two Danbury based summer tutoring programs for students from families in need. Both programs will offer onsite tutoring and enrichment activities to 240 Danbury students enrolled in Mill Ridge and Morris Street schools.
- Apr 2004 The CPD Administrative Assistant (Ms. Palanzo) prepared a display board for the Teacher Education Re-accreditation team's visit. On Sunday 18 April Dr. Caruso conducted the display board session and

gave each CT SDE Team Member a folder detailing CPD outreach activities during the last five years.

May 2004 CPD Director and the Administrative Assistant prepared the CPD Annual report as submitted to the University Senate and the projected 2004-05 spending plan to the CPD Advisory Board.

CPD ANNUAL SPENDING PLAN

Revenue sources include support for Community Outreach from the VP of Fiscal Affairs and a graduated fee (10-20%) of gross unadjusted charges (minus a 10% university surcharge) to sponsor professional development activities, grants, workshops, presentations, instructional technology training, seminars, triad meetings and publications.

The CPD annual spending plan funds one salaried employee, a clerk typist (10 hours per week at \$13.35 per hour with limited benefits) and the operating expenses for maintaining the CPD Office on the WS Campus. Effective Fall 2003, CPD pays for 20% of the costs of its one salaried employee, a clerk typist, from the Reserve funds.