

**CRITERION 4**  
**CONTRIBUTION TO STUDENT GROWTH AND DEVELOPMENT.**  
**(10%)**

<b>Goal:</b>	<b>Method:</b>	<b>Documentation:</b>	<b>ED Goal:</b>
<b>1. Increase student contact outside of the weekend sessions.</b>	<b>1a. Each month. I will send a minimum of 5 handwritten notes to students. These notes will include comments on their weekend participation and contributions.</b>	<b>Contact Log</b>	<b>2.1 2.2 2.3</b>
<p><b><u>2011-2012 Summary:</u></b></p> <ul style="list-style-type: none"> <li>▪ This year, I also added a new element to my outreach to students. In an effort to build rapport and SMSU loyalty, every month, I sent handwritten notes to five of our students. These notes were focused on their efforts as students and contributions to the field of education. I also made sure to use SMSU note cards as well.</li> </ul> <p><b><u>2012-2013 Summary:</u></b></p> <ul style="list-style-type: none"> <li>▪ This spring (2013), I served as a reviewer for a full book manuscript written by a student.</li> <li>▪ This year, I have continued my outreach to students. In an effort to build rapport and SMSU loyalty, every semester, I sent handwritten notes to all of my students. These notes were focused on their efforts as students and contributions to the field of education. I also made sure to use SMSU note cards as well.</li> </ul> <p><b><u>2013-2014 Summary:</u></b></p> <ul style="list-style-type: none"> <li>▪ This year, I have continued my outreach to students. In an effort to build rapport and SMSU loyalty, every semester, I sent handwritten notes to all of my students. These notes were focused on their efforts as students and contributions to the field of education. I also made sure to use SMSU note cards as well.</li> </ul> <p><b><u>2014-2015 Summary:</u></b></p> <ul style="list-style-type: none"> <li>▪ I have continued my outreach to students. In an effort to build rapport and SMSU loyalty, every semester, I sent handwritten notes to all of my students. These notes were focused on their efforts as students and contributions to the field of education. I also made sure to use SMSU note cards as well.</li> </ul>			
<b>2. Show flexibility and creativity in the development</b>	<b>2a. Continue to utilize Graduate Council in each of my learning communities.</b>	<b>Graduate Council Minutes</b>	<b>1.1 1.2</b>

<p>of classroom process and instructional procedures, by allowing joint decision-making in the leadership and governance of the class.</p>	<p>2b. Allow time for the Graduate Council to meet with the entire class.  2c. Allow time (each weekend) for the Graduate Council to meet with the facilitation team.  2d. Document the Graduate Council issues  2e. Respond with appropriate action to the Graduate Council issues.</p>	<p>Graduate Council Summary Form</p>	<p>1.3 1.4 2.1 2.2</p>
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**2011-2012 Summary:**

- I continue to utilize a graduate council concept to govern and plan the learning community. I use a form that I developed to ensure that I make any recommended and necessary changes. This is all documented and completed each weekend.

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**2014-2015 Summary:**

- I continue to utilize a graduate council concept to govern and plan the learning community. I use my form to ensure that I make any recommended and necessary changes. This is all documented and completed each weekend.
- Based on the data analysis from past graduate students, I conducted a review and revision of the graduate council governance process. Doing this included developing a graduate council mission and scope as well as training the students on the process and procedures.
- Graduate council sessions are held each weekend that the learning communities meet.

<p>3. Advise LC students and Supervise/chair student's graduate research.</p>	<p>3a. Assist students with determining research topic and question.  3b. Facilitate the peer review of the research design and writing process.  3c. Provide feedback and evaluation on the final product as well as monthly.  3d. Encourage students to present their work at the local and state level.</p>	<p>Monthly Agendas   List of Student Research Projects   Research Book</p>	<p>1.1 1.2 1.3 1.4 2.1 2.2</p>
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**2011-2012 Summary:**

- This year, I supervised/chaired 38 research projects. With this several hours beyond the regular teaching of the courses occurs.

**2012-2013 Summary:**

- This year, I approved and will supervise/chair 53 projects. With this several hours beyond the regular teaching of the courses occurs.

**2013-2014 Summary:**

- This year, I approved and will supervise/chair 53 projects. With this several hours beyond the regular teaching of the courses occurs.
- I agreed to serve as a committee member for an on campus graduate student, Danae Rupp. This entailed reviewing several drafts of her research paper and presentation.
- I agreed and serve on the doctoral committee of one of my former LC students and now an LC facilitators, Jay Meiners.
- I served as the supervisor for a doctoral research internship for former LC students and LC facilitator, Jay Meiners.
- I conducted three book club discussions specifically for my graduate students.

**2014-2015 Summary:**

- This year I have been advising and chairing 32 graduate student research projects.
- To assist with navigating the research process with my students, I have written and published a book on research. The students are very pleased with the product and reported that it has simplified the very difficult process of research.

<b>4. Provide professional venues for student interaction and networking.</b>	<b>4a. Assist with development and offering of spring LC conference.</b>	<b>Conference Flyer</b>	<b>1.1</b>
			<b>1.2</b>
	<b>4b. Host program completion celebration banquet.</b>	<b>Banquet Brochure</b>	<b>1.3</b>
	<b>4c. Host summer <i>Writing Right Retreat</i>.</b>		<b>1.4</b>
		<b>Retreat Agenda</b>	<b>2.1</b>
			<b>2.2</b>

**2011-2012 Summary:**

- After several years of hosting conferences, this year I worked hard with Cori Ann Dahlager and Stacie Mulso to brand the conference with the new graduate look that emerged from my sabbatical work. This work was done to make our student body of graduate students feel important and their program organized. The conference was held on campus April 28<sup>th</sup> with roughly 175 people in attendance. The attendees consist of the students presenting their research, first year learning communities, area teachers and campus faculty.
- I continued to have contact with my students outside the classroom. In fact, in July I hosted nearly 30 graduate students for what I call a “Writing Right Retreat” at my home. I provided the meals and we discussed research/writing and ended the evening with a bonfire. The students were very appreciative for the event.
- Additionally, I hosted two graduate banquets to honor my students and their completion of their master’s program. At the banquets, I gave each of the students a glass plaque.

**2012-2013 Summary:**

- I continued to have contact with my students outside the classroom. In fact, this July I will host 30 graduate students for what I call a “Writing Right Retreat” at my cabin. I provide the meals and we discussed research/writing and end the evening with a bonfire. The

students are very appreciative for the event.

- Additionally, I hosted networking day with both of my learning communities (together) at my home. They enjoyed the event and were able to make connections as well as broaden their learning.

### **2013-2014 Summary:**

- I continued to have contact with my students outside the classroom. In fact, this July I attended our first-ever organized SMSU LC class reunions. The students are very appreciative for the event. Additionally, it is a great way to stay connected and promote future LC sites.
- I started an LC Facebook page this year. It is picking up traction and is used to promote current and future LC's. I have purchased the necessary electronic equipment (flip cameras, recording equipment, etc) to start a video blog (vlog) for the site. Again, this is in an effort to further enhance current student and alumni loyalty which helps with marketing.
- This year, I worked hard to secure a top-notch international speaker for our learning community conference. Because of his high profile, I had to find several outside agencies to assist with the funding of the speaker. I was able to secure a partnership and funding with the following: Lakeview Schools, YME Schools, YMC Sheriff's Office, Upper Sioux Agency Police Department, and the Granite Falls Police Department. Of the \$5000 speaker fee, I was able to off-set over half of it with these partnerships. To keep costs down even further, I personally picked up and dropped off the speaker at the airport, drove him to/from each of his presentations, and provided a room for him at our house at no charge.
- I worked with two of my graduate groups to assist in hosting an excellent research conference. My learning communities were responsible for the speaker, marketing, and registration.

### **2014-2015 Summary:**

- This year I continued my LC Facebook page. It has gained a great deal of traction and is used to share educational information and promote current and future LC's
- This past fall 2014, I invited two of my very stellar graduate students to present their graduate research at one of CSI's International Academic Research Conferences. These two students were offered this with all expenses paid. Their districts released them from teaching and fully supported the recognition of their scholarly work. Both presentations were well-attended and received.
- I have scheduled another *Writing Right Retreat* at my home for my two learning community groups. The retreat will be held here on Monday, July 13<sup>th</sup>. During this time, both groups will have the opportunity to network.
- For the learning community conference held at the end of April, I scheduled both of my learning community (1<sup>st</sup> year) groups to attend the second year presentations being put on by the other LC facilitators.

### **Ancillary Goals Summary:**

- At student request, I developed a new course (AE 502) that would correspond with our spring learning community conference. For the first time ever, practitioners attending the conference had the option to earn graduate credit. With suggestions from my graduate students, I developed a course syllabus for the course, submitted it to the department for review and the curriculum committee. After the course was approved, I marketed the course throughout the region. Further, I was the first to offer a course through our new REGI system. My course was utilized as a pilot for the system. As part of that process, I developed a student-friendly registration checklist.
- A former LC student nominated me for a *Woman of Valor* award.

**AE 502 Syllabus**

**AE 523 Syllabus**

**Letter of Rec Samples**

**Trauma Pres. Agenda**

**Goal Tracking Sheet**

- At student request, I developed a new course (AE 523) that would correspond with my academic research company. Researchers attending the conferences will be given the option to earn graduate credit. With suggestions from researchers all around the nation, I developed a syllabus for the course, submitted it to the department for review and the curriculum committee.
- This year, I wrote nearly a dozen letters of recommendations for past LC graduates seeking new positions. Additionally, I shared several networking and employment opportunities with former/current students seeking employment or connections.
- This year, I wrote over a dozen letters of recommendations for past LC graduates seeking new positions. Additionally, I shared several networking and employment opportunities with former/current students seeking employment or connections.
- To promote SMSU, I hired a former SMSU undergraduate to edit my book *No Ordinary Son*. In interviews, I have mentioned that the book was edited by an SMSU graduate. I searched to find the perfect SMSU graduate for this project. It was a great way to help him start his editing career.
- This past summer, I worked diligently with the proper groups at SMSU to secure the very best space possible for our first ever Marshall Learning Community. In an effort to establish a strong presence and secure foothold of the local market, we wanted to present the LC with the very best space, amenities, and technology SMSU has to offer. It was determined that this was the student center. After a great deal of effort and appeal, the space was granted and scheduled.
- For prospective students within the Des Moines market, I assisted with edits of the proposal that was to be submitted. Further, I had my co-facilitators write letters of support to accompany the proposal.
- This year, I developed a goal and tracking sheet for my students. Each semester, they set a goal(s). Throughout the semester, I provide time for the students to review and evaluate their goals. At the end of each semester, they report how they did on their academic goal and set new ones, if necessary. To assist with this process, I have developed a goal tracking sheet.
- Starting with this set of learning communities, I have offered all of my students consulting (free) to their school districts. Several of the students have taken advantage of this offer and have received free educational presentations of their choosing.
- Again this year, I wrote nearly a half dozen letters of recommendations for past LC graduates seeking new positions. Additionally, I continued to share several networking and employment opportunities with former/current students seeking employment or connections. I spent a great deal of time mentoring a former LC student who was going through some very difficult employment issues.
- This year, I developed a comprehensive unit on trauma. As part of this unit, I did a presentation on trauma based on my personal experience with losing my son. As a result of this, many requested additional information for their districts. I also made a YouTube video to be disseminated.
- As an additional service (and at the request of a current student) to a local district that has been struggling with moral, I conducted a community building workshop within their district.
- This year, my Facebook page has been heavily utilized by former students and other educators. I will continue to build this site and following in an effort to continue to share information with area educators as well as market learning opportunities for them.

**Facebook Page Screen Shot**

**Portfolio Book Copy**

- To aid my students in the research and portfolio process, I published a book on each topic aimed at our processes and for my students. The students have found these both to be useful guides.