

## **ACCESS Executive Board Meeting**

May 5, 2011

### **Minutes**

**Attendees:** Carrie Nepstad, Kim Horejs, Debra Murphy, Crystal Swank, Mary Garguile, Chris Lincoln, Nancy Beaver

**Absent:** Trude Puckett, Nancy Gabriel

Trude is in the hospital and not able to take minutes. (We would like to send flowers or something to send our wishes for a speedy recovery). Mary G. volunteered to take minutes.

#### **1. Succession planning:**

Several positions are turning over. Carrie mentioned that we need to think about building committees, and if our job is ending, begin thinking about how we will transition.

- We need a new secretary to replace Trude Puckett
- We need to see which other positions are transitioning at the end of December, 2011. Nominating committee will need to form to begin finding replacements.

**Note: See the section of the bylaws below:**

- a) The term of office for each officer shall begin in January of each year. The terms of office are as follows:

President – 2-year term, begin as President Elect in even year, assume Presidency in odd year, serve as Past-President one year following (4 year commitment)

President-Elect – 1-year term, elected in odd years to begin in even year

Past-President – 1-year term, non-elected, begins in odd year

Secretary – 2-year term, elected in odd years to begin in even year

Treasurer – 2-year term, elected in even years to begin in odd year

VP of Collaborations – 2- year term, elected in an even year to begin in an odd year

VP of Communications – 2- year term, elected in odd year to begin in even year

VP for Professional Development – 2-year term, elected in even years to begin in odd year

VP for State Affiliates – 2-year term, elected in even year, to begin in odd

VP for Membership – 2-year term, elected in odd years to begin in even year

**The positions we will be seeking for 2012 will be President-Elect, and Secretary. Any others???**

**(According to the above by-laws VP of Communications and VP of Membership should also be up for re-election unless those persons would like to remain in that position. I don't think we are allowed more than two consecutive terms. )**

**From the Bylaws regarding the Nominating Committee:**

- a) A nominating committee, consisting of the Past-President or President-Elect (alternating years), and two (2) members appointed by the President and approved by the Executive Committee, shall issue a call for nominations (print or electronic) and shall nominate at least one (1) individual for each office of the Executive Committee. Geographic representation and diversity shall be considered in selecting candidates for office.

**2. Treasurer's Report, budget vote**

**The first quarter report was submitted by Chris Lincoln and accepted. Mary made a motion to approve the 2011 budget, Crystal seconded the motion. The 2011 Budget was approved.**

**Membership Total:** Current number of members is 205. Carrie has 30 applications from Chicago she is sending in. She was able to do this using grant funds.

**We will offer a PDI Membership Special again,** the fee will be \$90 for the remainder of 2011 and all of 2012. Kim made the motion to approve the membership special again, Crystal seconded. Kim will revise the invoice and Crystal will be able to include this in the newsletter published in May. Crystal will put the invoice on the website. Mary will send the PDI membership form from last year to Kim so she can revise. Someone needs to contact to make sure PayPal reflected that amount.

**We now have a database of names and addresses of those in accredited college programs –** this was proposed last year. Connie Walton worked to put together a list of NAEYC accredited colleges with potential ACCESS members. Took a number of hours, this is a great first step. We can also add more colleges to the list as we go. We may send a letter to these people encouraging them to join and to come to our meeting at PDI.

**3. Survey Results – We had 30 respondents to the recent Survey Monkey questionnaire.**

People volunteered for various positions. **Strengths:** Opportunity for networking; the newsletter as well; 73.3% were members of a state affiliate. About half said they attended the Anaheim conference.

**Areas for improvement:** communication, recruitment, people being involved, etc. We are addressing but have not been felt by membership yet. Visibility at PDI, some things people may not know that we actually are doing.

**Follow up:** Board members were asked to review results and look for areas that connect to your own area on the board. Use the information in planning for your committee or job description. Review of the survey will be a big agenda item for the board meeting in Rhode Island at PDI. Crystal suggested Carrie summarize the first, second, and third most valuable responses. We need to follow up right away with the volunteers that said they were interested in helping with any number of the projects we are working on (such as conference speakers, membership, state

affiliates). Several people volunteered for the Assessment book manual, to be a reviewer. There is a Conference Call for May 20 at 3 PM Eastern. Carrie has sent out the table of contents.

Kim suggested we develop a webinar for membership orientation. A PowerPoint with narration recorded or just a live webinar presentation with PowerPoint was discussed. Kim made a motion and Mary seconded that we develop a membership orientation webinar. Each board member could contribute different pieces. Both Kim and Crystal will take the lead by developing an outline as a way to get started.

#### **4. ACCESS Assessment of Student Learning (AASL) Steering Committee formed**

Carrie is forming a steering committee that will eventually become an editorial board. These names were gathered on the survey. A number of people responded positively. Carrie has been in communication with them. There is a table of contents. The commitment they are being asked to make is to review and edit the articles as they are written for inclusion in the ACCESS Assessment of Student Learning book.

#### **5. Preparations for PDI:**

**Ben Mardell will be doing our keynote!** His book is called in Defense of Childhood. He will be speaking about his project in Providence. He has received a small grant, working with a community college there and developed a booklet of the work. We need to print the booklet. He wanted us to send postcards to the children to thank them for the good ideas they shared. His idea is to "Start in Italy and end up in Providence". He will start with a project in one of the chapters. The attendees will break into three groups, Carrie, Debra, and Ben will lead each group.

**Board Meeting:** Will be Tuesday, June 14. It will be an evening meeting. We will try to Skype with Crystal since she is not planning to be in Rhode Island. Nancy is looking into a meeting location, and Carrie will ask that she try to find a quiet location. Need help with the roundtables. Need to know who will be there at PDI and who won't in order for Debra to firm up the speakers for the roundtables.

Carrie will be talking with Gail Perry soon regarding the teacher research breakfast meeting at PDI. So far, the RSVPs have been low; some people are unable to attend PDI. Possibly another time will be scheduled later in the PDI conference schedule.

Cengage will need some time to talk at lunch. We will have a working lunch. We plan for 40 minutes of time for the Cengage promotion and presentation. Cengage may also be sponsoring a reception.

**We will offer the PDI Special again for membership. The fee will be \$90.**

#### **6. Scholarship proposal submitted by Kathy Allen, North Carolina**

The idea behind the scholarship proposal was for a subsidy to encourage more membership and new state affiliates. The state affiliate group would pay a portion, the member a portion, and ASSESS a portion as well. We voted at the last board meeting to go forward with a pilot, starting with North Carolina, but we are still working on final details. This will be discussed at the next full board meeting. After the pilot we would potentially open this opportunity to other states.

**7. Other: Carrie will write a support letter from ACCESS for a colleague working on a FIPSE grant.**

It was suggested that we ask the college to consider a presentation at ACCESS or sharing the information with members in the newsletter or other way. Kim made a motion to approve Carrie sending a support letter and Chris seconded the motion. Motion carried.

**8. Reports submitted/Updates from VPs**

**ACCESS Board Report**

**VP of Professional Development: Debra Murphy**

Things are going into high-gear for PDI in Providence next month. I met with our keynote speaker, Ben Mardell last week and discussed details for his talk. He will be reporting on a chapter that he and his colleagues have written for an upcoming book, *In Defense of Childhood*, with a focus on documentation and assessment for quality teaching in the classroom, tailoring his talk to meet the needs of our audience. He will also share with us the results of a project he has conducted in Providence in collaboration with the local community college and area centers involving asking local children where to play in Providence while we are there, resulting a in booklet with photographs from the area and the children's words. I will be contacting those of you who are participating in the other sessions (Trude, Kim, Polly, Cheryl, Carrie) next week regarding details.

**VP of Collaborations: Nancy Beaver**

I am in discussion with Kara Kinstrom of Cengage regarding plans for PDI. She is trying to determine the availability of a TeamUp person to do a lunch-time training for us on Interactive Teaching Strategies. She needs to know how much time we can give her, as she has another person coming that she wants to speak to the group for a little bit about some of Cengage new initiatives. She also needs to know the cost for lunch. I told her that I would get back to her after our conference call once I know estimate of attendance and the location of our session, so I can research food costs.

I am researching locations for our board meeting Tuesday night. The Alliance committee meeting at PDI will be held on Tuesday the 14<sup>th</sup>. The Voices of Practioners' collaboration breakfast is planned for Sunday the 12th.

I have asked the lawyer for our district for a sample MOU that we could adapt for a written agreement with NAECTE for the Alliance. He forwarded my request to one of his staff & I am waiting to hear from him.

**President, Carrie Nepstad**

Using the results from the ACCESS survey, I sent the following message to those folks who expressed an interest in working on the Assessment book.

Greetings!

You are receiving this message because you entered your contact information in the recent ACCESS survey about participating in, or learning about the newly forming ACCESS Assessing Student Learning Book Project. Our goal is to develop a manuscript that would be useful to

ACCESS members in developing their assessment plans for NAEYC Early Childhood Associate Degree Accreditation, Regional Accreditation, or for ongoing program improvement. I have a tentative Table of Contents and I will be writing the manuscript. I would like to form a Steering Committee that will eventually develop into an Editorial Committee. This will be a peer-reviewed document and the goal is to collect samples of rubrics and other assessment strategies from associate programs across the country.

Attached, please see the draft of the Table of Contents.

I'd like to invite you to attend a phone conference Friday May 20, 2011 at 3pm EST.

\*Please let me know if you are interested in participating in the project and if you plan to attend the phone conference.

The call-in number is 800-444-2801

code: 4560456

Thank you for your inquiry. I look forward to talking with you more!

Take care,  
Carrie

Carrie Nepstad, MS

ACCESS President

Associate Degree Early Childhood Teacher Educators: ACCESS to Shared Knowledge & Practices

<http://www.accessece.org/>

ACCESS Blog <http://accesstosharedknowledgeandpractices.wordpress.com/>