



College of Business, Education, and Professional Studies

Dr. Raphael Onyeaghala, Dean, *ad interim*

Annual Report 2011-2012

Reports Authored By:

Dr. Raphael Onyeaghala, Dean, *ad interim*

Dr. Matthew Walker, Chair of Business and Public Affairs

Dr. Rhonda Bonnsetter, Chair of Education

Our Mission

The College of Business, Education and Professional Studies (BEPS) is guided by the mission and vision of Southwest Minnesota State University (SMSU) which is to prepare students to meet the complex challenges of this century as engaged citizens in their local and global communities. The College promotes “Southwest Experience” through strong academic programs.

Structure

The College is comprised of two academic departments: Business & Public Affairs, and Education. Other units of the college are: the Graduate Studies, Distance Learning and Small Business Development Center. During the academic year, the college was restructured and three Schools were created. The Schools are: Business and Public Affairs, Education, and Graduate Studies. The school of Business and Public Affairs houses the following Departments: Accounting, Agribusiness Management and Economics, Culinology, Education, Hospitality, Finance, Management, Marketing, and Political Science. The School of Education houses the Department of Education. The School of Graduate Studies is comprised of the following programs: the Master of Business Administration (MBA) and Graduate Education.

Our Majors

There are several majors and minors offered within the schools in the college. Eight majors are offered within the School of Business & Public Affairs. Degrees are offered at the A.S., B.S., B.A.S., and at MBA levels on campus and through web-based methods and/or online. Programs within the school include: Accounting, Agribusiness Management, Culinology[®], Finance, Hospitality, Marketing, Management and Political Science. The department also offers minors and associate degrees in several disciplines. The Master of Business Administration (MBA) has three concentrations: General Management, Leadership and Marketing.

The School of Education offers four undergraduate majors and several licensure programs. The school also offers masters programs in Education and Special Education. The undergraduate degrees are offered in the following areas: Early Childhood (on and off-campus), K-6 Elementary Education, Physical Education, Adult Education Credentialing and Secondary Education. The School of Education also houses the Office of Placement and Licensure.

BEPS College Leadership

Deans' Office:

Dr. Raphael Onyeaghala, Interim Dean
Ms. Deb Mitlyng, Assistant to the Deans
Ms. Marcia Beukelman, Accounting Manager
Ms. Kris Henspeter, Administrative Assistant

School of Business & Public Affairs (Department Chairs):

Ms. Linda Baun, Administrative Assistant
Dr. Will Thomas - Accounting
Dr. Gerald Toland - Agribusiness management/Economics
Mr. Michael Cheng - Culinology and Hospitality
Mr. George Seldat – Finance
Ms. Kathy Schaefer – Management
Dr. Michael Rich – Marketing
Dr. David Sturrock – Political Science

School of Education

Ms. Carol Bossuyt, Administrative Assistant
Dr. Rhonda Bonnstetter, Department Chair
Ms. Sheryl Kaiser, Director of Placement and Licensure

School of Graduate Studies:

Ms. Cori Ann Dahlager, Director
Dr. Debbie VanOverbeke, Director of Graduate Education
Dr. Matthew Walker, Director of MBA

Distance Learning:

Ms. Betty Roers, Director
Dr. Lori Wynia, Coordinator

Small Business Development Center – Regional Office

Ms. Liz Struwe, Director
Ms. Pat Pardell, Program Coordinator

Accomplishments:

The reports from various departments in the college provide appreciation of the extent and depth of accomplishments by faculty in the three departments. The goal of the College is to continue to build upon the successes of the previous year and to continue to provide students with quality education that prepares them for the challenges of the 21st century. While the College intends to maintain our standard of academic offerings, it will also pursue new cost-effective innovative ways of doing things in higher education that would attract students.

The departmental reports follow.

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DEPARTMENT OF BUSINESS AND PUBLIC AFFAIRS
ANNUAL REPORT FOR THE 2011/2012 ACADEMIC YEAR

Section I - Brief Description and History of SMSU's BPA Department

The Department of Business and Public Affairs (BPA) at Southwest Minnesota State University (SMSU) is a very diverse and dynamic department. The programs and areas of study offered by the BPA Department in the 2011/2012 academic year are as follows:

Accounting

Agribusiness Management

Business Administration

Culinology®

Economics

Finance

Hospitality Management

Management

Marketing

Political Science

Masters of Business Administration

As a multi-program department, BPA operates under a “federal” model of governance. Some items, such as scheduling, tenure/promotion processes and search committees, are coordinated through the department chair who acts on behalf of the entire department. However, each individual BPA program maintains and improves the academic integrity of its respective discipline. Each program engages in the recruitment and advising of its own majors and minors. Also, each program also has a separate budget to support its individual goals and activities, and faculty seniority rosters are maintained by program area.

In this report, the mission statement and goals are reiterated. The report also discusses the faculty and staff in the department. The discussion focused on the current structure of the department, the changes that occurred during the 2011/2012 academic year and the future outlook of the department. This report also highlights different partnerships or articulation agreements BPA department has with other academic institutions. The department budgets are also discussed.

Section II of the report addresses the current year’s activities of the department. These activities include teaching and learning accomplishments, scholarly and creative activities, professional developments and services to the students, university and community at large. Assessment tools used by the department to assess student learning is also discussed.

Section III of the report addresses the 5-year plan of the department.

Department Mission

- I. To provide the finest quality education possible that will be responsive to the requirements of an ever-changing and diverse student body and prepare them for success in the rapidly changing global environment.
- II. To be a positive force in the development of the University, community and region by being actively involved in addressing the problems facing these constituencies.

Department Goals

The overall objectives of SMSU's Department of Business and Public Affairs are:

- A. Verifiable standard of excellence in teaching.
- B. International focus (within existing courses until more resources are made available by the administration)
- C. Community and regional assistance.
- D. Integration with other disciplines.
- E. Cooperation with other regional educational institutions.
- F. Maintain faculty-to-student teaching and advising ratios consistent with the University's mission of being a "caring" institution.
- G. Professional growth and development consistent with the goals and objectives of the Department and relevant programs.

Faculty and Staff in the BPA Department:

Current Structure, Changes during 2011/2012, and Future Outlook

During the 2011/2012 academic year, members of the BPA department included 23 full-time faculty and 14 adjunct faculty. The BPA department was also supported by one full-time administrative assistant/office manager, Ms. Linda Baun, who is on 92% contract. The department was also supported by 4 student workers (work study). Mariame Kouyate served as the Graduate Assistant for the MBA program.

Changes during the academic year include the following:

1. Dr. William Thomas took a sabbatical during the spring semester. Dr. Thomas is expected to return full-time for 2012/2013.
2. Prof. Doug Simon took a sabbatical for the spring semester and is expected to return full-time for 2012/2013.
3. Kathy Schaeffer, who was previously an adjunct instructor in the department, was hired as a full-time, fixed-term faculty member in management.
4. Dr. Sangnyeol Jung was promoted from Assistant professor to Associate Professor and was awarded tenure status.
5. Dr. Matthew Walker was elected as the Chair of the Business & Public Affairs department. He replaced Dr. Raphael Onyeaghala, who was appointed to the position of Dean, Ad Interim, of the College of Business, Education and Professional Studies at SMSU for a period of two years.
6. The Department had two of its Directorships, the Director of the MBA program and the Director of Distance Learning, discontinued due to budget cuts. Parts of the duties of these two directorships were assumed by the Department Chair.

Changes that will take place in the upcoming year include the following:

1. The fixed-term position in Marketing currently held by Denise Gochenouer will be converted to a probationary, tenure-track position. The position is currently undergoing the search process. Denise Gochenouer is currently in the process of finishing her Ph.D. and has applied for the new position.
2. A new probationary, tenure-track position in Culinology was approved by the administration, and the position is undergoing the search process with the intent of being filled by the start of the 2012/2013 academic year.

3. The position of Director of the MBA Program has been reinstated by the administration for the 2012/2013 academic year with one credit-hour of release time per semester allowed for the position. Professor Matthew Walker was elected to fill this position.

4. The BPA Department will be converted to the School of Business and Public Affairs. The School will be divided into seven separate departments representing the seven primary areas of study in the department which are as follows:
 - Department of Accounting
 - Department of Agribusiness and Economics
 - Department of Culinology and Hospitality
 - Department of Finance
 - Department of Management
 - Department of Marketing
 - Department of Political Science

Each of the departments will have its own Department Chair with one credit-hour of release time.

For now, the School of Business and Public Affairs will not have a Director. The Dean of the College of Business, Education and Professional Studies will take on the duties that would normally be handled by a director.

Partnership with Other Academic Institutions

The BPA Department continues to be active in distance learning education. In cooperation with SMSU's Office of Distance Learning, the department offers 2+2 programs to different off-campus locations. The department also offers MBA program to different cohorts in the region. Courses are delivered to these off-campus students online. The faculty in the BPA department has a tradition of providing educational opportunities to locations in SMSU's service-region in Southwest Minnesota, and to other areas around the state.

The origins of these outreach programs extend back to 1987 when SMSU and Ridgewater College first developed an articulation agreement for a 2+2 program leading to a B.S. in Business Administration. Since that time, the BPA Department has enabled SMSU to expand its off-campus programs to place-bound students throughout Minnesota. The BPA department currently offers the Bachelor of Science in Management, the Bachelor of Applied Science in Management, the Bachelor of Applied Science in Marketing and the Masters of Business Administration programs to a number of distant sites.

The BPA department offered undergraduate courses for distance learning students during the 2011/2012 academic year to the following:

- Alexandria Technical College (Alexandria, MN)
- Dakota County Technical College (Rosemount, MN)
- Minnesota State Community & Technical College (Detroit Lakes, MN & Wadena, MN)
- Pine Technical College (Pine City, MN)
- Ridgewater College (Willmar, MN and Hutchinson, MN)
- Riverland Community College (Austin, MN and Albert Lea, MN)
- St. Cloud Technical College (St. Cloud, MN)
- South Central Technical College (North Mankato, MN and Faribault, MN)

SMSU has also provided off-campus MBA programs to a number of communities throughout the region. During the 2011-2012 academic year, there were three cohorts of students pursuing their MBA degrees.

BPA faculty members are very committed to providing quality education to the southwest region of Minnesota and to provide baccalaureate and graduate degrees at our on- and off-campus sites.

The BPA department continues to explore ways to expand relationships with other institutions.

Department Budgets

The BPA department is a multi-program department. Each program maintains its budget. During the 2011-2012 academic year, budgets for each of the BPA programs were adequate to meet the programs

overhead expenses. Most BPA programs do not plan extensively for how funds are to be spent. However, the modest goal is to judiciously manage expenses so that sufficient funds are available to photocopy tests, cover postage, pay for phone usage and purchase other necessary supplies.

Section II - BPA's Current Year Activities: 2011/2012

A. Teaching and Learning

Some of the notable BPA Department's accomplishments during 2011/2012 are in the areas of teaching and learning. The BPA faculty are very passionate professionals who strive to provide quality education to our students. Many faculty members taught an overload course during the academic year. The teaching of overload was warranted because of high enrollments in some courses and limited faculty members to teach extra course sections. Individually, the BPA faculty have done extra work (with no compensation) to improve student learning. Some of the extra works done by BPA faculty are supervising internships, independent studies, etc. Some of the individual and program accomplishments are summarized below:

Distance Learning Program: The Management Program's online BAS and BS programs received Accreditation by the Higher Learning Commission as did the Marketing Program's online BAS program.

Culinology and Hospitality: The 2011/ 2012 academic year marked several new milestones in the Culinology and Hospitality Management programs. Enrollment in both Culinology and Hospitality Management remains steady, at 135 students in the fall of 2011. We had the largest graduating class for the Culinology program since its inception in 2006, with 10 graduates. To date, 19 students have graduated from SMSU with a Bachelor's degree in Culinology and close to 50 students have graduated with a Bachelor's degree in Hospitality Management.

Continuing on with the success of the 2011 Student Culinology championship team, we competed again in the 2012 Research Chefs Association Culinology Competition and won 3rd place nationally. In the area of student success, we had three poster presentations in the 5th Undergraduate Student Research Conference. General Mills has established a SMSU exclusive internship for our Culinology students, the Denise Salisbury Memorial Culinology Internship. Two deserving Culinology students will intern with General Mills each summer, continuing on the tradition that was started in 2010.

In the Hospitality Management program, the faculty revised the curriculum, resulting in the consolidation of a two courses in the Hotel Administration concentration, and the implementation of three internships for each major. All Hospitality students will need to complete three internships, beginning in the fall 2012. These internships are designed to increase the students' competence in various hospitality operations, as well as broaden their experience progressively.

Other notable accomplishments of the Culinary and Hospitality Management programs include:

- Completion of a three year strategic business plan designed to grow enrollment to 250 by 2015, increase financial resources, and strengthening the curriculum
- Successful operation of a new on-campus Italian restaurant concept, Trattoria Caldo
- Awarding \$18,000 in scholarship monies to Culinary and Hospitality Management students
- Hospitality Management students attended and assisted in the 2012 Catersource Conference in Las Vegas
- The Student Hospitality Organization's involvement with SIFE's Faith's Pen project in Jamaica
- The Culinary program is featured in College Spotlight, under New and Interesting Programs
- Placement of 34 Culinary and Hospitality Management students in various internship locations in Summer 2012
- The HOSP 405 Catering and Banquet Management students organized and catered their first off-premise wedding event in Stillwater, MN
- Alumni Amy White (Blum), our first Culinary graduate, was selected as UniPro Foodservice Employee of the Year
- Alumni Karla Olson, Assistant General Manager, was featured in the Hospitality Minnesota's Property of the Year
- HOSP 460 Hospitality Operations and Policy students developed a five year strategic plan for the Historic Dayton House in Worthington, MN
- Director Cheng taught 120 high school juniors and seniors at the University on the Prairie program
- The Culinary Living and Learning Community in Clapper grew so much that we overflowed into Camaraderie

MBA Program: Professor Susan Jones taught "Strategic Management and Policy" (MBA 685) on-line for the MBA program for the first time during spring semester 2012. Students in this course completed a case study of their choice (from among a listing which I provided) in each of the four modules of the course. Students also participated in an on-line discussion for each chapter.

Professor Sangnyeol Jung: assisted in the teaching of an interdisciplinary course (*IDST 400:Sustainability*) offered in Spring 2012 by Dr. Pamela Sanders for the economic portion of local food systems, sustainability and farm policies.

Scholarly and Creative Activity

A partial summary of the BPA faculty's 2011-2012 record of scholarly activities are as follows:

Professor Michael Cheng presented at the 2012 Research Chefs Association Annual Conference and Culinology Exposition. In addition, three new research and development projects were secured with external businesses for Culinology students, along with \$10,000 of new funding.

Prof. Susan Jones presented the methodology portion of her dissertation research study as part of the session on "Mathematical Sociology" at the Midwest Sociological Society's annual conference held on March 29—April 1, 2012 in Minneapolis, Minnesota. The presentation was entitled, "Methodology Utilized to Achieve a High mail Survey Response Rate." The co-author for this paper and presentation is Prof. Jones's dissertation advisor, Dr. Ronald Stover of South Dakota State University. She received a \$509.60 Faculty Improvement Grant (FIG) from SMSU to assist with covering the costs of attending this conference. Prof. Jones also reviewed the new textbook entitled, "Personal Finance" (1st Edition), by Walker and Walker for the McGraw-Hill Irwin Company.

Professor Sangnyeol Jung presented a paper titled "Cointegration in Markets for Yellow Grease and Soybean Oil," In Selected Paper at *AAEA/NAREA Annual Meeting*, Pittsburgh, PA. July 24-26, 2011. The paper was co-authored with Professor Steven Davis.

Professor William Thomas had 21 Accounting students complete research projects for the 2011 SMSU Undergraduate Research Conference. Their topics ranged from Irish debt and corruption's effect on financial reporting to US laws such as the HIRE Act and the Income Tax Code. Three of these projects were subsequently nominated for inclusion in the first-ever MnSCU Undergraduate Research Conference. These projects were: "The HIRE Act Impact" by Annette Magnus; "IFRS vs. US GAAP Convergence Timeline" by Tiffany Zins; and "Fair Market Value is not Reliable in a Corrupt Business Environment" by Samantha Swart and Megan McFarland. During the SMSU URC, Tiffany Zins was awarded the library prize for research.

Professor Michael Rich presented two seminars at the 2012 American Marketing Association's annual Marketing Workshop, held in Las Vegas. His presentations were on marketing fundamentals for emerging businesses and current developments in the business-to-business marketing arena. Dr. Rich has presented at this workshop annually since 1998, and is one of the national presenters for the AMA.

Professional Development

A partial summary of the BPA faculty's 2011-2012 record of accomplishments in professional development are discussed below.

- Overall Professional Development Efforts of BPA Faculty

Online Course Development: BPA faculty have strongly participated in the conversion of traditional courses into on-line formats. Currently, close to 50% of BPA courses are taught either online, or in blended formats. BPA faculty continue to hone their abilities to use other methods of course delivery. Examples are: Adobe Connect, WebEx, and D2L.

Participation in Professional Organizations: BPA faculty use their contractual travel funds to travel to professional and disciplinary meetings/conferences, and to maintain their memberships in professional associations. Some of the memberships include:

Academy of Management

Minnesota and South Dakota State Bar Associations

Minnesota Economics Association

American Culinary Federation

American Finance Association

American Management Association

American Marketing Association

American Society of Public Administrators

American Agricultural Economics Association

Agricultural Economics Society, United Kingdom

Agricultural Economics Society, Ireland

Great Plains Political Science Association

Financial Management Association

Fulbright Association
Great Plains Sociological Society
Institute of Food Technologists
Model United Nations Conference
Northeastern Agricultural and Resource Economics Association
Research Chefs Association
Society of Human Resource Management
Brigade Judge Advocate for Minnesota Army National Guard

Service to Students

Students and faculty affiliated with the Business and Public Affairs Department have worked together to record some notable achievements. In this report, the activities of student clubs and other activities are noted below:

Society of Human Resource Management (SHRM): This student club is advised by Dr. Stacy Ball-Elias. SHRM is an international association made up of professionals in the field of human resource management. The association includes roughly 100,000 professional members. The Society sponsors an annual academic knowledge competition. Questions in this competition emphasize the human resource function, but also cover other subject areas within business. For example, competition questions also cover statistics, economics, international business, strategic management, general management, and marketing.

Students in Free Enterprise, (SIFE): is another national student organization that sponsors the creation of local teams on college campuses. SIFE is advised by Dr. John Gochenouer. SMSU's chapter of SIFE has been active for several years. In that time span, the SMSU's SIFE students have performed community service projects, established a real-world business in downtown Marshall (Nature's Backyard), and have won numerous competitions against peer chapters at both the regional and national levels. SMSU's students are creating outcomes that are equal to or better than their peers at other institutions. Projects undertaken by SIFE students are based on the following criteria: Free Market Economies,

Personal Success Skills, Entrepreneurship, Financial Literacy, Environmental Sustainability, Business Ethics, and Sustainability. SMSU's SIFE team has several accomplishments of note for the 2011/2012 academic year including:

- This year SMSU Students in Free Enterprise was picked by the national SIFE organization as the top team in the Minneapolis region.
- SIFE also competed for the national title and was awarded 2nd place in the nation for their free enterprise project. This competition included 160 of the best schools in the nation.
- SIFE sponsored a multi-cultural event called the MarketPlace attended by 558 middle school students from Lyon County.
- SIFE won a Sam Walton grant of \$1500, an American Free Enterprise grant of \$2000 was awarded a MarketPlace grant of \$750 and was awarded a Liberty Assurance grant of \$2000.
- SIFE students received several newspaper, radio and TV reports about their work to restore the Faith's Pen Rest Stop in the mountains of Jamaica and were joined at Faith's Pen by the Minister of Culture for the country of Jamaica, Lisa Hanna, who praised the efforts of the students during a live radio broadcast.

Southwest Investment Group and Management Association (SIGMA): The finance faculty have been involved in and have served as advisors to the Students Investment Group and Management Association (SIGMA), helping them to learn more about the world of investments and finance, and allowing them to get practical experience outside the classroom. SIGMA is currently advised by Dr. Gary Sneide and Prof. George Seldat. Students in the finance program and in any business-related areas are especially encouraged to participate in SIGMA, but it is open to students in all majors. This organization participates in many activities throughout the academic year, including sponsoring speakers, going on field trips to visit businesses, and participating in campus activities. Recent speakers who have come to campus include financial professionals from Honeywell, the Schwann Food Company, ReMax Realty, the YMCA, and Northwestern Mutual Financial Network.

The Investment Research and Trading Center (IRTC): The IRTC is a new addition to the finance program that was organized, funded and installed in Charter Hall (CH) 127 by SIGMA in the 2011/2012 academic year. The IRTC features state-of-the-art software, equipment and facilities that allow students to experience first-hand the excitement and challenge of an investment trading floor. The IRTC provides students with the opportunity to conduct research, as it incorporates the actual trading of securities, and allows for securities analysis and portfolio development. The IRTC also provides conferencing capabilities, serving as a link to remote locations on a global basis.

Available for student use at the IRTC is a 55" flat-screen television, which serves as a "market wall," allowing market information to be displayed in real time for review and discussion. A ticker banner runs continuously in the IRTC, displaying the most recent stock quotations for publicly-traded securities. The trading lab in the IRTC consists of four dual-monitor work stations that have access to Morning Star Direct software – the premier software for security analysis and portfolio construction. Morning Star Direct software provides students with access to information about all types of securities that are publicly-traded. It also provides detailed information on publicly-traded companies, which is invaluable in the construction of an investment portfolio.

The IRTC came about as a result of the philanthropic efforts of local businesses, Northwestern Mutual Financial Network, and individuals within the finance industry. A key focus of the IRTC is engagement of the community and industry with the university. On-going funding of approximately \$4,500 annually is needed for the IRTC. These funds will be used for subscription fees for the Morning Star Direct software and also to fund the ticker banner that provides stock quotations.

Students also have the opportunity to complete a training program associated with Morning Star Direct and can then take a certification examination. Students passing this exam are awarded Morning Star Direct certification, which can be a tremendous asset to a student's resume and future career.

Southwest Marketing Advisory Center (SMAC): is advised and under the daily direction of its Executive Director, Dr. Michael Rich. SMAC is creating measurable outcomes daily through their work on real-world consulting projects. SMAC has been in operation since 2002, and has completed over 420 consulting projects for both small and large organizations (including for-profit businesses and non-profit entities). Each project represents either a fee-paying or pro-bono client. SMAC is the only operating organization of its kind in a university setting in this country.

The SMAC students (over 120 to date) are paid hourly to produce research analyses and reports that fit the unique needs of each customer. When a project is complete, the students make an appointment with the client to deliver a PowerPoint presentation, explain the research results, and furnish the client with a professional, written report that includes all of the findings and recommendations. SMACs billings since its founding total over \$1.2 million with a payroll over \$500 thousand. SMAC has awarded over \$60,000 in scholarships since its founding and typically awards \$10,000 during the academic year. The normal scholarship is \$1,000.

Recently, SMAC completed a major study for the Legislative Coordinating Commission, a coordinating arm of the Minnesota Legislature. This was a competitive bid award in which SMAC studied the business start-up procedures of Minnesota, North and South Dakota, Iowa and Wisconsin to determine differences in the difficulties experienced by entrepreneurs attempting to start a new business in these states. The findings have been presented to both state and local organizations, resulting in significant interest in both the findings and SMAC as an organization.

Another SMAC contribution to the University in the 2011/2012 academic year was the completion of two preliminary analyses of market demand for two proposed degree programs at SMSU, the RN to BSN and Agriculture program. Both of the analyses were conducted in consultation with the respective task forces for these proposed programs and they have contributed greatly to the further development of these programs.

The success of SMAC has led to considerable word-of-mouth advertising, and “the Center” has at least 10 and as many as 30 projects on-going at almost any time of the year. Students hired by SMAC tend to be marketing, business, accounting and other related majors. If the satisfaction of fee-paying clientele is used as a measure of our students’ educational foundations and training, then we are receiving strong confirmation of the quality of our programs and our students. Many alumni of SMAC have returned to report that the foundations learned in the center have been a major factor in their early successes in the business world.

Accounting Club: The SMSU Accounting Club is currently advised by Associate Professor David Patterson. Students in the Accounting Club have long had an entrepreneurial focus. They have operated a “consignment used-textbook business” in the past. Each tax season, accounting students perform a community service of helping senior citizens to properly file their tax forms.

Agribusiness/Agronomy Club: The purpose of the SMSU Ag Business Club is to supplement the education of Ag Business students at SMSU through practical experience, to promote the pursuit of Ag Business as a career, to develop the community's understanding of the Ag Business profession and to familiarize the club with the role of Ag Business companies. The Ag Business Club sponsors activities and lectures; it also tours area and national businesses. The club is advised by Drs. Onyeaghala, Davis and Jung. The club has organized educational trips to learn more about the operation of grain exchanges, value-added agricultural industries, and farm equipment industries. The club has taken trips to the following: Chicago Board of Trade, Monsanto facility in St. Louis, MO, John Deere Plants in Waterloo, IA and Moline, IL. Other places visited include: Milwaukee Breweries, WI, AgChem in Jackson, MN, and

several farms and ranches in Nebraska and Colorado. In addition, the agribusiness/agronomy students participate in Minnesota's Post-Secondary Agricultural Students (PAS) activities.

Marketing Club: The Marketing Club is designed not only to teach students the theory of Marketing management and its related areas, but also how to apply that knowledge and ability in a business environment after graduation. The Marketing club is advised by Assistant Professor Denise Gochenouer.

As an organization of Students at Southwest Minnesota State University we have formed this club for the purposes listed;

1. To embark on educational outings to various business firms on a yearly basis.
2. To provide educational opportunities through occasional lectures and discussions by guests invited to speak on topics concerned with the business world.
3. To provide recognition of active club members during the school year
4. To enjoy our stay at college through social gatherings throughout the school year
5. To provide educational opportunities through fund raising activities
6. To provide job opportunities through guest speakers and business trips.

Student Hospitality Organization: The Student Hospitality Organization at Southwest Minnesota State University provides a realistic, hands-on learning environment that prepares our students today to be the outstanding hospitality professionals of tomorrow. Our club events offer a fun social context in which our members can gain deeper exposure to skills that they will use throughout their education as well as in their future careers. The club provides a forum for interested students to increase their knowledge and to enhance their ability to pursue careers in this industry. Some notable activities that the Club has been involved in during 2011/2012 are: Dinner Theaters, SIFE Marketplace, Faith's Pen Rest Stop project with SIFE, AOS Banquet, and the BPA Department Christmas party.

Culinology Club: The purpose of the Culinology Club is to provide networking, career building, and culinary experience for the members. The Culinology Club will promote the innovative and exciting discipline of Culinology to SMSU and the Marshall community. Molecular gastronomy studies was a major focus of the Culinology Club's activities for the 2011/2012 AY.

Political Science Internships: Political Science is working with the City of Marshall to develop a format for a standing internship program.

Service to the University

The faculty of the department of Business & Public Affairs has been very active in the area of service to university and MnSCU. Below is a list below shows a partial list of the BPA's involvement in services during 2010-2011 academic year:

Members, SmSUFA Exec Committee:	Assoc. Prof Stephen Davis
	Prof. Gerald Toland
	Prof. Douglas Simon
Members, SmSUFA Grievance Committee:	Prof. Deborah Buerkley
	Prof. Mike Rich
SmSUFA Budget Liaison:	Prof. Gerald Toland
Representative, Statewide IFO Board of Directors:	Prof. Gerald Toland
Member, Curriculum Committee:	Assoc. Prof. Matthew Walker
Members, Academic Technology Committee:	Assoc. Prof. Stephen Davis
Member, Academic Standing Committee:	Asst. Prof. Kathy Schaefer
Member, Administrative Hearing Committee:	Asst. Prof. Kathy Schaefer
Members, Graduate Council:	Assoc. Prof. Will Thomas
Member, Graduate Curriculum Committee	Assoc. Prof. Will Thomas
Member, Long-Range Planning Committee:	Asst. Prof. Gary Sneide
Member, Professional Improvement Committee:	Asst. Prof. Sangnyeol Jung
Member, Honors Review Board:	Asst. Prof. Sangnyeol Jung
Member, Affirmative Action Committee:	Prof. Stacy Ball-Elias
Member, Continuing Faculty Mentors:	Assoc. Prof. Stephen Davis
Members, Student Technology Fee Committee:	Assoc. Prof. David Patterson

Member, Feminist Issues Committee:	Asst. Prof. Denise Gochenouer
Members, Univ. Technology Advisory Committee:	Assoc. Prof. Stephen Davis
	Assoc. Prof. David Patterson
Member, IFO Board of Directors:	Prof. Gerald Toland
Chair, Cathy Cowan Award Committee:	Prof. Gerald Toland
Member, IFO Govt. Relations:	Prof. Douglas Simon
Member, IFO Grievance Committee	Prof. Mike Rich
Member, Advisory Committee to INDS:	Asst. Prof. Bill Bennett
Member, Academic Affairs:	Asst. Prof. Gary Sneide
Member, Physical Plant Committee:	Assoc. Prof. George Seldat
Member, Global Studies Committee:	Asst. Prof. Kathy Schaefer
	Asst. Prof. Sangnyeol Jung
Member, Lutheran Campus Ministry Board:	Assoc. Prof. Susan Jones
Member, Intercollegiate Athletic Advisory Committee:	Assoc. Prof. George Seldat
Member, Student Grade Appeals Committee:	Asst. Prof. Gary Sneide
Member, Judicial Appeals Committee:	Asst. Prof. Gary Sneide
President, Campus Religious Center (CRC) Board of Directors:	Prof. Gerald Toland
Member, Campus Religious Center (CRC) Board of Directors:	Prof. Susan Jones
Member, SMSU Agronomy Advisory Committee:	Prof. Gerald Toland
Member, HLC Steering Committee:	Prof. Doug Simon
Members, SMSU 2+2 Task Force:	Prof. Deborah Buerkley
	Assoc. Prof. David Patterson
	Prof. Doug Simon
	Assoc. Prof. William Thomas
Member, RN to BSN Task Force:	Assoc. Prof. George Seldat

Member, SMSU Agriculture Task Force:

Prof. Gerald Toland

BPA faculty have participated in several search committees.

Service to the Community at Large

BPA faculty has been involved with the community in a variety of organizations and formats. Below is a partial inventory of BPA participation in community affairs in 2011-2012:

Lyon County Commissioner:

Prof. Mark Goodenow

Chairman, Marshall Charter Review Commission:

Prof. David Sturrock

Chairman, Gov't. Affairs Comm., Chamber of Commerce:

Prof. David Sturrock

Vice Chairman, Marshall Transportation Group:

Prof. David Sturrock

Member, Marshall Airport Commission

Prof. David Sturrock

Members, Marshall-Lyon County Library Board:

Assoc. Prof. Will Thomas

Prof. Mark Goodenow

Member, Lincoln-Lyon County Law Library:

Prof. Mark Goodenow

Member, Plum Creek Regional Library:

Prof. Mark Goodenow

Member, Advance Opportunities Board:

Prof. Mark Goodenow

Member, Lyon County Fair Board:

Prof. Mark Goodenow

Member, Lyon County Extension Committee

Prof. David Sturrock

Vice President, Board of the Southwest Center for Indep. Living:

Prof. Mike Rich

Member, Avera Marshall Medical Board of Directors:

Prof. Mike Rich

Members, Marshall Sunrise Rotary:

Prof. Gerry Toland

Prof. Mike Rich

	Prof. John Gochenouer
	Prof. Doug Simon
Member, Knights of Columbus:	Prof. Gerald Toland
Member, SMSU Glee Club:	Asst. Prof. Gary Sneide
	Prof. Gerald Toland
Member, Marshall City Band:	Prof. Susan Jones
President, Minnesota Council of Accounting Educators:	Assoc. Prof. David Patterson
Chairman, Marshall Cable Television Commission:	Assoc. Prof. David Patterson
Member, Bus. Advisory Board for Normandale Comm. College:	Assoc Prof David Patterson
Guardian ad Litem, 10 th Judicial District:	Prof. Deborah Buerkley

The Department of Business & Public Affairs is a member of the Marshall Chamber of Commerce.

BPA faculty members also undertook several services such as those reported below:

- Associate Professor Michael Cheng served on the Hospitality Minnesota Education Foundation for the 2011 – 2012 academic year.
- Prof. Susan Jones plays trumpet in Marshall Municipal Band. She has been an organist and pianist at First Lutheran Church for more than two decades. Prof. Jones plays piano during SMSU Masters Hooding ceremonies. She also participates in other church and community activities.

Other Notable Activities

College Now Program: The BPA department continues to be involved in “College Now”. The department provides teaching expertise in and Economics and Political Science disciplines.

The Culinology program's Advisory Board: provides counsel to the faculty in matters relating to the curriculum, career placement for students and graduates and fund raising, in order to advance the level of excellence and the reputation of the program. The Culinology and Hospitality programs have stepped up the Board's involvement in our SMSU community, and both Finance and Marketing presented to the Board this year. The quarterly newsletters are available online at:

<http://www.smsu.edu/Academics/Programs/Culinology/Index.cfm?id=2959>

Assessment

BPA department has continued to use various tools to assess student learning in all courses. These tools include student evaluations, class projects, homework assignments, examinations and participation in student clubs. One specific assessment performed during the academic year is the Major Field Aptitude Test (MFAT) in Business produced by the Educational Testing Service (ETS). Business administration students (Management & Finance) have been taking this national exam since the 1993-1994 academic year. The overall performance of SMSU students on an exam of this nature has been above average since 1997, when all SMSU business majors have been required to take the exam. We tried to compare the result of this exam with other MnSCU institutions, but were not able to do so due to data limitations.

Most of the faculty in the BPA Department attended the faculty development days in the fall and spring semesters which were concerned with the overall process of assessment and how SMSU is working to develop a plan for the University, and how that plan will direct and support the development of assessment plans for each academic area. Faculty in each of the programs in the department have been working through the year to formalize the areas' overall goals and desired measurable outcomes, course grids to help identify where each of the desired outcomes can be assessed, and a plan for implementing the assessment, and conducting a formal evaluation of how well the students in the program are demonstrating the desired outcomes.

Section III: Five Year Plan

Every program in the department is currently conducting program reviews. Data collection and analysis is being done by Southwest Marketing Advisory Center (SMAC). On completion of the reviews, a formal five year plan will be developed for all programs. As most of the programs will be part of their own department in the coming year, these program reviews and five-year plans will done separately.

Department of Education

Section I. Department Description

The Education Department experienced a year of growth and changes in the 2011-2012 academic years. We welcomed our colleagues in Physical Education and Health from the former Wellness and Human Performance Department, and we moved forward together to develop several new programs at both the undergraduate and graduate levels.

At the undergraduate level, the Education Department worked to develop a degree to meet the new licensure requirements for Special Education, known as the Academic and Behavioral Strategist licensure. This K-12 ABS degree in Special Education is going through the approval process with the Minnesota Board of Teaching during the summer of 2012, and is also under review by MnSCU as a new undergraduate degree. The Education Department also put forward a degree in K-12 ESL, which is currently under review by MnSCU. SMSU's Education Department had previously included K-12 ESL as an additional (second) licensure at the undergraduate level and as an emphasis to the Masters in Education.

At the graduate level, the Education Department has been hard at work with two new initiatives. The first is the Education Administration licensure for Principal, Superintendent, and Director of Special Education. These licensure programs would be part of an Education Specialists degree, the first degree to be offered beyond the masters level at SMSU. This program was reviewed by the Board of School Administrators in April, and is undergoing clarifications to complete that review for approval to offer in the 2013-2014 academic year. It will also be submitted to MnSCU and the Higher Learning Commission (HLC) for review during the coming year. The second initiative is the offering of a Masters in Physical Education: Coaching of Sport. Members of the Education and Physical Education programs have worked collaboratively and diligently in the last year to develop this program. It is currently under review by MnSCU, with the intent of beginning the first courses in this degree in the fall of 2012.

The Education Department had no retirements in 2011-2012, and no faculty left for any other reasons. In the fall of 2011, we welcomed several members of the former Wellness and Human Development Department: Dr. Ellen Radel, Dr. Francis Albitz, and Marilyn Strait joined our faculty, along with coaches Terry Culhane, Allison Kruger, Cory Sauter, TJ Buchholz, and Jesse Nelson. We look forward to adding coaches Missy Bruggeman and Paul Blanchard as well.

Mission: The mission of the Professional Education Program at SMSU is to create communities of practice where each learner is an active participant in the investigation of learning, teaching, and leadership processes. Teachers and learners will engage in educational theory, research, inquiry, critical reflection, and application in pursuit of excellence in education.

Vision: Communities of practice investigating learning and teaching.

Seven Core Values: The following core values provide the foundation and ensure the integrity of the Southwest Minnesota State University Teacher Education Program:

1. Inquiry
2. Human diversity
3. Socio-cultural interactions
4. Learning environment
5. Belief, value, and knowledge structures
6. Democracy
7. Leadership

Faculty: The following are the members of the faculty of the Education Department in 2011-2012:

Dr. Francis Albitz – teaches in the Physical Education – Teaching program

Dr. Michelle Beach – teaches in the 2 + 2 Early Childhood Distance Education program

Dr. Rhonda Bonnstetter – teaches in the undergraduate and on-campus graduate programs

Dr. Wendy Claussen – teaches in the undergraduate program

Dr. Verna Cornish – teaches in the undergraduate and on-campus graduate programs

Dr. John Engstrom – teaches in the off-campus graduate program

JoAnne Hinckley - teaches in the undergraduate and on-campus graduate programs

Dr. Sharon Kabes - teaches in both the on- and off-campus graduate programs

Dr. Dennis Lamb - teaches in both the on- and off-campus graduate programs

Dr. Tanya McCoss-Yerigan - teaches in the off-campus graduate program

Dr. Ellen Radel – teaches in Health Education and Community College Credentialing program

Dr. Lon Richardson - teaches in the off-campus graduate program

Dr. Paulette Stefanick - teaches in the undergraduate and on-campus graduate programs

Marilyn Strate – teaches in the Physical Education-nonteaching program

Dr. Debbie VanOverbeke - teaches in the undergraduate and on-campus graduate programs

Dr. Sonya Vierstraete - teaches in the undergraduate and on-campus graduate programs

The following coaches are also members of the Education Department, and teach courses in various programs:

TJ Buchholz

Terry Culhane

Allison Kruger

Jesse Nelson

Cory Sauter

Undergraduate Education Programs: The undergraduate education programs offer licensure to Teacher Education Program candidates in three areas. Early Childhood Education (ECE) provides licensure for students ages Birth – grade 3. ECE is offered in two formats: on campus and through the 2 + 2 distance learning program via articulation agreements with community/technical colleges in the MnSCU system.

Elementary Education provides licensure for students in grades Kindergarten – 6 with optional endorsements in the following areas: Pre-primary Education (adds ages 3-5), Communication Arts (adds gr. 5-8), Mathematics (adds gr. 5-8), Science (adds gr. 5-8), Social Sciences (adds gr. 5-8), and K-8 World Languages & Cultures – Spanish (currently suspended).

Secondary Education provides licensure for students in nine content areas. They are licensed for varying grade levels as mandated by the Minnesota Board of Teaching. These licensure programs include: Art Education (K-12), Biology Education (gr. 9-12), Chemistry Education (gr. 9-12), Communication Arts Education (gr. 5-12) with emphases in either English Literature or Speech, Health Education (gr. 5-12), Mathematics Education (gr. 5-12), Music with emphases in either Vocal or Instrumental music, Physical Education (gr. K-12), Social Sciences (gr. 5-12), and World Languages & Cultures – Spanish (K-12). Due to budget constraints, the licensure in Health Education has been discontinued, and the K-12 Spanish license is suspended.

Two minors are also available to Education majors: Special Education, which is a non-licensure minor, and Developmentally Adaptive Physical Education, which is a licensure minor open to Physical Education majors.

The licensure programs in the Education Department must demonstrate the ten Standards of Effective Practice:

1. Subject matter
2. Student learning
3. Diverse learners

4. Instructional Strategies
5. Learning environment
6. Communication/Technology
7. Planning instruction
8. Assessment
9. Reflection/Professional Development
10. Collaboration/Ethics

Graduate Education Programs: The Graduate Education program offers masters degrees in both the traditional on-campus format and in the off-campus Learning Community format. Masters degrees in Education are offered with several different emphases areas: Teaching, Learning, and Leadership (offered on-campus and in Learning Communities); English (online format); Mathematics (began its first cohort in Summer 2011); Sports Leadership; Reading (offered for licensure K-12 and/or as masters degree); and Special Education (offered for licensure K-12 and/or as masters degree in Developmental Disabilities, Emotional Behavior Disorders, Learning Disabilities, and Early Childhood Special Education). The graduate program also offers an Autism certificate (non-licensure), and plans to begin English as a Second Language (ESL), both for licensure K-12 and/or as a masters degree, in the fall of 2012, depending on enrollment.

The Graduate Education program offered two non-degree programs in collaboration with successful grant programs. The Emerging Renewable Energy Program offered training to area science teachers through the CREED Project and MnWest Community College during the summer of 2010. SMSU was also the recipient of a second grant through MnSCU to offer courses in teaching and pedagogy to train community/vocational college instructors throughout the state. This grant was renewed for the coming academic year. *Dr. Ellen Radel* (WHP) took on the responsibilities for directing this program this past year and also acted as an instructor for some of its classes. *Patricia Linehan* has joined SMSU to assist in offering these courses.

Another unique collaboration in the Graduate Education program is with the Doctoral students from Udonthani Rajabhat University in Thailand conducted by *Dr. Sharon Kabes* and *JoAnne Hinckley* for the third year of a five year cooperative agreement. Robert Larsen of Counseling & Testing is also instrumental in this program, along with *Dr. Dennis Lamb* and others. This past fall a total of 34 doctoral students and 2 advisors attended the intensive three week classes. Administrative training classes were provided for 21 students and 15 students were involved in curriculum and instruction training. As a part of this program students spent two days per week on sight at schools across the region. In addition, a range of extracurricular opportunities were also included.

The graduate education programs model the National Board of Professional Teaching Standards and the National Partnership for Excellence and Accountability in Teaching Characteristics of Effective Professional Development.

Standard 1. Educators are committed to students and their learning.

- 1.1 Educators recognize individual differences in their students and adjust their practice accordingly.
- 1.2 Educators have an understanding of how students develop and learn.
- 1.3 Educators treat students equitably.
- 1.4 Educators' mission extends beyond developing the cognitive capacity of students.
- 1.5 Educators affirm the commonalities and differences of students and all humans.

Standard 2. Educators know the subjects they teach and how to teach those subjects to students.

- 2.1 Educators appreciate how knowledge in their subjects is created, organized, and linked to other disciplines.
- 2.2 Educators command specialized knowledge of how to convey a subject to students.
- 2.3 Educators generate multiple paths to knowledge.
- 2.4 Educators use instructional technology effectively.

Standard 3. Educators are responsible for managing and monitoring student learning.

- 3.1 Educators call on multiple methods to meet their goals.
- 3.2 Educators facilitate learning in group settings.
- 3.3 Educators focus on student engagement.
- 3.4 Educators regularly assess student progress.
- 3.5 Educators emphasize principle/critical objectives.

Standard 4. Educators think systematically about their practices and learn from experience

- 4.1 Educators regularly model ethically reasoned judgments as they engage in daily decision-making within their learning community.
- 4.2 Educators seek the advice of others and draw on education research and scholarship to improve their practice.
- 4.3 Educators make decisions based on knowledge of the historical, philosophical, and social foundations of education.

Standard 5. Educators are members of learning communities.

- 5.1 Educators contribute to school effectiveness by collaborating with other professionals.
- 5.2 Educators work collaboratively with parents and families.
- 5.3 Educators engage community resources to enhance learning.

Leadership Proposition 6: Educators are leaders in their schools, districts and broader community.

Faculty and Staff in the Education Department:

During the 2011-2012 academic year, members of the Education Department included 16 full-time faculty, 5 coaches, and several adjunct faculty. The Education Department was also supported by one full-time administrative assistant, Carol Bossuyt. In addition, the department

utilizes the assistance of work study students and student mentees. The Graduate Education program was served by Brian Bertrand as a graduate assistant for this year.

The Director of Education and Licensure, Sheryl Kaiser, supervises the positions of Customer Service Specialist Intermediate, Marcia Hubner (48%), and Customer Service Specialist Senior, Faye Johnson (70%). The Office of Placement and Licensure was served by Amanda Palmieri as a graduate assistant for this year.

Changes during the academic year include the following:

The following faculty members were promoted this past year:

- Dr. Michelle Beach from Assistant Professor to Associate Professor, also received tenure;
- Dr. Rhonda Bonnstetter from Associate Professor to Full Professor.

Department Leadership:

- Dr. Rhonda Bonnstetter, Department Chair
- Dr. Debbie VanOverbeke, Director of Graduate Education
- Dr. Michelle Beach, Director of Early Childhood Education Distance Learning

Section II – Current Year’s Activities:

A. Teaching and Learning – all department faculty are involved in continually developing and revising the courses they teach to best serve their students. This area receives the greatest allocation of time from all faculty members. Additional responsibilities beyond teaching and supervising student activities are included below.

Dr. Michelle Beach served as the Director of the Early Childhood Education Distance Learning program. She updated the 2 + 2 Orientation guide to assist students in their introduction to this program. Dr. Beach has also provided workshops to faculty members and coaches who plan to teach in the online Masters in PE: Coaching of Sport program, sharing her expertise and experience in developing courses for online teaching.

Dr. Rhonda Bonnstetter serves as the Assessment Coordinator for the Education Department. As part of this assignment she organized and facilitated the Campus Liaison meeting in the spring of 2010 and the Teacher Education Advisory Committee (TEAC) meeting. She supervised multiple Education Internships for students in the areas of math and science education, and hosted opportunities for many students to attend local and state conferences in math and science as part of the More and Better Math and Science Teaching and Learning grant. She also attended state and national meetings as part of the Teacher Performance Assessment initiative, and arranged for training for faculty and others. She coordinated the iPad Professional Learning Community for Education department faculty during the 2011-2012 academic year. As Livetext administrator,

she created portfolios and rubrics for the Reading and Special Education programs, and also for classes such as ED 220 Language Arts Methods and ED 453 Elementary Assessment.

Dr. Wendy Claussen-Schoolmeester served as part of the committee for the Education department initiative to develop Administrative Licensure programs at SMSU.

Dr. Verna Cornish worked to develop new courses in the Special Education program to meet the needs of the changing licensure requirements in this area through the Minnesota Board of Teaching. She took a semester-long sabbatical in the fall of 2011. She went on home visits with early childhood special educators to collect data on routines-based intervention.

JoAnne Hinckley and *Dr. Sharon Kabes* developed two three-week intensive courses in Educational Administration for Doctoral Students from Udon Thani Rajabhat University (Thailand) held during their visit in Fall 2011.

JoAnne Hinckley assisted with the committee for the Education department initiative to develop Administrative Licensure programs at SMSU. She also assisted with *Dr. Verna Cornish* to update the Special Education courses to meet the Board of Teaching requirements for the new K-12 Academic and Behavioral Strategist license/degree.

Dr. Sharon Kabes led the Education Department initiative to revise the Administrative Licensure programs for submission to the Board of School Administrators for approval. She was assisted in this committee by *Dr. Dennis Lamb* and *JoAnne Hinckley* who have principal licensure and experience and by *Dr. Debbie VanOverbeke* and *Dr. Rhonda Bonnstetter*.

Dr. Dennis Lamb served as part of the committee for the Education department initiative to develop Administrative Licensure programs at SMSU. He also was a presenter for the Thai students during their visit.

Dr. Tanya McCoss-Yerigan agreed to pilot SMSU's new REGI system with her new course, AE 502: Research in Action.

Dr. Sonya Vierstraete served as part of the committee for the Education department initiative to develop Administrative Licensure programs at SMSU.

Dr. Debbie VanOverbeke carried out the duties of the Graduate Director of the Masters in Education program. She participated in preparing the graduate education artifacts for the successful HLC Online Accreditation review in fall 2011 and wrote the successful request to the Iowa Commission to offer Learning Communities in Iowa. She assisted with the committee that developed the Masters in PE: Coaching of Sport, along with the Adult Education courses, the Administrative Licensure program, updating the Special Education Master's program, and exploring the offering of a Masters in Social Science and a Masters in Education with a Social Science emphasis.

Dr. Sharon Kabes worked to develop an intensive English program at SMSU. *Dr. Kabes* and *Dr. Dennis Lamb* were instrumental in bringing *Huong Lan Pham* to campus as an intern to serve students in this area.

Dr. Sonya Vierstraete completed coursework and exam requirements for K-12 English as a Second Language, and will be licensed soon in K-12 ESL. She will be leading the new K-12 ESL undergraduate degree offered at SMSU in Fall 2012. *Dr. Vierstraete* also served on the committee to develop the new Masters in Physical Education: Coaching of Sport.

Dr. Francis Albitz led a committee to develop the Masters of Science in Physical Education: Coaching of Sport degree which was recently approved by MnSCU to be offered in Fall 2012. Other members of this committee were: *Marilyn Strate, Allison Kruger, Terry Culhane, Sonya Vierstraete, Wendy Claussen-Schoolmeester, Rhonda Bonnstetter, and Dennis Lamb.*

B. Scholarly and Creative Activity – Education Department faculty are very active in sharing their knowledge with area teachers for in-services and at local, regional, state, national, and international conferences. Many presentations are collaborative efforts; samples of these presentations are listed below.

Dr. Michelle Beach presented several times during the past academic year: Implementing RtI. Professional Development Seminar Presented to Park Christian School Faculty, Moorhead, MN, November, 2011; Erickson's 8 stages of Man. Presented to Minnesota State Community College and Technical School, Moorhead, MN, February, 2012; Guiding troublesome behaviors developmentally- Invited presentation at the Academy for Children Montessori (Infant-sixth grade), Fargo, ND, March, 2012; Using Web 2.0 tools to capture the classroom. Teaching with Technology Conference, Mesa, AZ, May 15, 2012.

Dr. Rhonda Bonnstetter presented a session at the Minnesota Council of Teachers of Mathematics Fall Conference - Maple Gove, MN, Oct. 21, 2011 entitled *Minnesota Teacher Licensure Exams (MTLEs) – answers to Frequently Asked Questions.*

Dr. Rhonda Bonnstetter and *Dr. Debbie VanOverbeke* attended the Society for Information Technology and Teacher Education conference in Austin, TX, on Mar. 5-9, 2012, where they presented a session entitled "*APplications for Mobile Computing in K-12 and Pre-service Education.*"

Dr. Paulette Stefanick and *Dr. Sonya Vierstraete* co-presented 2 sessions to teachers at the Worthington, MN Professional Development Day on January 16, 2012 entitled *Teaching and Learning Vocabulary and Reading Strategies Differently* and *Using Differentiated Instruction to Increase Comprehension.*

Dr. Verna Cornish continued to work with students and faculty through the Interagency Agreement to provide resources and materials to promote best practices in Early Childhood Education.

Dr. Dennis Lamb was a guest presenter in *Dr. Wendy Claussen-Schoolmeester's* ED 101 Introduction to Education and ED 423 Classroom Management courses.

Dr. Tanya McCoss-Yerigan, using the new AE course designation, revised and offered three adult education courses (AE) to learning community alumni. In an effort to continue serving our learning community graduates, these courses were offered summer 2012 with our new REGI system.

Dr. Debbie VanOverbeke and *Dr. Rhonda Bonnstetter* co-presented 2 sessions to teachers at the Worthington, MN Professional Development Day on January 16, 2012 entitled *Vocabulary Strategies in Elementary and Secondary Mathematics*.

Dr. Sonya Vierstraete and *Dr. Wendy Claussen-Schoolmeester* co-presented a session to teachers who are part of the Flexible Learning Year consortium through the Southwest/West Central Service Cooperative in March of 2012 entitled *Differentiated Instruction and Assessment*.

Dr. Paulette Stefanick presented at the 2011 NAEYC National Conference & Expo in Orlando, FL on November 4, 2011. The topic of her presentation was *Kindergarten Literacy Centers: A Hands-On Approach to the Teaching of Reading*.

Dr. Sonya Vierstraete and *Dr. Wendy Claussen-Schoolmeester* presented at the Minnesota Elementary School Principals Association Conference on *9 Simple Steps 2 Pump Up Your Staff Before They Deflate You and Your Students* in Bloomington, MN, in February, 2012.

Dr. Debbie VanOverbeke presented with *Dr. Rhonda Bonnstetter* at inservice workshops for area teachers on Strategies to Build Vocabulary/Academic Language in Math in Worthington, MN in January 2012. Evaluations from the presentations showed the teachers learned new strategies to use within their teaching. They also presented Vocabulary/Academic Language in Math and Science for the Southwest MN Math and Science Teachers meeting on April 30, 2012.

C. Professional Development – Education Department faculty work to keep abreast of changes in their fields. A partial listing of conferences, workshops, and other professional development activities is included as a sampling of these activities.

Dr. Michelle Beach received training to become a Teacher Performance Assessment scorer, and was calibrated in the area of Elementary Mathematics.

Dr. Rhonda Bonnstetter received a McKnight Fellowship (nominated by Dr. Beth Weatherby, Provost at SMSU) to attend the Salzburg Global Seminar in Salzburg, Austria on Dec. 6-11, 2011. The session was entitled, "Optimizing Talent: Closing Educational and Social Mobility Gaps Worldwide."

Dr. Rhonda Bonnstetter traveled to St. Louis, MO, in July of 2011 as part of the Content Validation committee in Secondary Mathematics for the Teacher Performance Assessments. She also attended a second session in San Antonio, TX, as part of the Benchmarking Committee in Secondary Mathematics. Her participation allowed her to gain information on the recent changes in the Teacher Performance Assessments, and to work with the new 5-point rubrics before they had been officially publically released. She brought this information back to train faculty from across the state at the MACTE meeting in April of 2012.

Dr. Rhonda Bonnstetter, Dr. Wendy Claussen-Schoolmeester, Dr. Sonya Vierstraete, and Dr. Debbie VanOverbeke attended the Minnesota Rural Education Association annual fall conference in Brainerd in November 2011. The conference focused on the use of iPads and other technology tools in K-12 education. All those attending were part of the iPad PLC in the Education Department.

Dr. Michelle Beach, Dr. Rhonda Bonnstetter, Dr. Wendy Claussen-Schoolmeester, JoAnne Hinckley, Dr. Sharon Kabes, Dr. Paulette Stefanick, Dr. Debbie VanOverbeke, and Dr. Sonya Vierstraete participated in an iPad Professional Learning Community initiative in the Education Department. They held monthly meetings, shared their reading, experiences with apps, attended webinars, and attended conference sessions related to this.

Dr. Tanya McCoss-Yerigan hosted the SMSU book club (5-book series) with a focus on online learning and teaching. She wrote a grant for \$5,495 that was funded by MnSCU for this initiative. With this funding, the book club members received resources for online teaching and learning including books, headsets, and webcams. The book club was attended by *Dr. Wendy Claussen-Schoolmeester, Dr. Debbie VanOverbeke, Dr. Paulette Stefanick, and Dr. Michelle Beach, along with others.*

Dr. Tanya McCoss-Yerigan secured funding and world-renown authors/speakers, Dr. Rena Palloff & Dr. Keith Pratt, to work with SMSU faculty on the topic of online teaching and learning. As part of this, SMSU faculty members were able to earn CEU's for their attendance.

Dr. Tanya McCoss-Yerigan along with Cori Ann Dahlager, in an effort to assist with learning community marketing, participated in a 17-course training to become certified inbound marketers.

Dr. Paulette Stefanick attended the Minnesota Kindergarten Association State Conference in April, 2012, and the International Reading Association Annual Conference in Chicago, IL in May, 2012.

Dr. Paulette Stefanick received training to become a Teacher Performance Assessment scorer in August 2011, and was calibrated in the area of Elementary Literacy.

Dr. Sonya Vierstraete received training to become a Teacher Performance Assessment scorer in April 2011 and was calibrated in the area of Elementary Literacy.

Dr. Debbie VanOverbeke attended the fall conference for the Minnesota Council of Teachers of Mathematics. She assisted in transporting and supervising students who attended the conference with their Education Department professors.

Marilyn Strate became certified for Special Olympic Level 2 coaching in basketball, bocce, swimming, track, bowling, and power lifting. She is very active with the Special Olympics program in southwest Minnesota.

D. Service to Students

All Education Department faculty members provide advising to the Education Program students; many also act as chairs for graduate education students. In the past academic year undergraduate department faculty signed up for one weekend per semester to provide student tours for recruiting, and also for one week during the summer. Undergraduate faculty members helped with registration days in April, June, July, and August, and also participate in interviews for the Teacher Education Program in October, February, May, June, and July. Graduate faculty in the learning communities volunteered to attend recruiting meetings for potential learning communities and assist in calling and emailing potential graduate students for marketing their programs.

Faculty members also support Action Research and Portfolio development and review at both the undergraduate and graduate levels. Many faculty members participate in the student mentee program.

Two student organizations are sponsored by the Education Department. The Education Minnesota Student Program (EMSP) provides professional development, learning activities, grants and social programming for all education students. Family and Child Educators (FACE) provides programming relevant to Early Childhood and Pre-Primary Education majors, assist with the “Week of the Young Child”, sponsor a children’s book sale on campus, etc.

Dr. Rhonda Bonnstetter traveled to MnWest with Admissions Director Andrew Hubleck to promote the new Transfer student scholarship program along with the Teacher Education programs in our department.

Dr. Rhonda Bonnstetter and *Dr. Wendy Claussen-Schoolmeester* participated in an event for prospective students who'd been admitted to SMSU but had not yet committed. Students attended a class session of ED 423 Classroom Management with *Dr. Claussen*, a noon meeting of EMSP, and then a question and answer session with *Dr. Bonnstetter*.

Dr. Wendy Claussen-Schoolmeester served as co-advisor for the Family and Child Educator (FACE) group for the 2011-2012 academic year.

Dr. Tanya McCoss-Yerigan developed and hosted a Writing Right Retreat for 30 graduate students.

Dr. Paulette Stefanick served as co-advisor for the Education Minnesota Student Program group for the 2011-2012 academic year.

Dr. Debbie VanOverbeke served as co-advisor for the Education Minnesota Student Program group for the 2011-2012 academic year.

Dr. Sonya Vierstraete served as co-advisor for the Family and Child Educator (FACE) group for the 2011-2012 academic year.

Marilyn Strate served as the advisor for the Sport and Leisure Activities Club, developed after the former WHP Department was dissolved.

Scholarships

The Education Department annually receives and reviews applications for a number of scholarships, each having individual criteria for eligibility:

Ann C. Peters Scholarship: (JR academic standing)

1 Secondary Mathematics Ed or Elementary Ed major working toward a mathematics endorsement
(half distributed Fall 2011; half distributed Spring 2012)

Carr Properties Scholarships: (FR/SO/JR/SR academic standing)

2 Early Childhood, Elementary or Secondary
(half distributed Fall 2011; half distributed Spring 2012)

Con and Marcy Eckstrom Family Scholarship: (SO/JR/SR academic standing)

1 Art Education or Physical Education major
(half distributed Fall 2011; half distributed Spring 2012)

Education Department Scholarships: (FR/SO/JR/SR academic standing)

1 Early Childhood Education
1 Elementary Education
1 Secondary/ Education
(half distributed Fall 2011; half distributed Spring 2012)

Geneva Emblem Education Scholarship: (FR/SO/JR/SR academic standing)

5 Early Childhood, Elementary, or Secondary
(half distributed Fall 2011; half distributed Spring 2012)

Golden Rule Scholarships: (SR woman academic standing)

6 Early Childhood or Elementary Education Senior Women
(one year non-renewable: half distributed Fall 2011; half distributed Spring 2012)

Keigh Hubel Rural Education Scholarships: (Admitted JR or SR standing)
2 Early Childhood, Elementary, or Secondary
(half distributed Fall 2011; half distributed Spring 2012)

Robert Schwerin Memorial Scholarship: (SR Education Major)
2 Early Childhood, Elementary, or Secondary
(selected this Spring 2012; applied to next Fall 2011)

Kelsey Eberle: \$500 renewable

E. Service to University: The Education Department faculty members have been active in a number of ways in their service to SMSU.

Dr. Michelle Beach served on the 2 + 2 Task Force during the 2011-2012 academic year. She also served on the Cultural Diversity Committee, the University Technology Advisory Committee, the Academic Technology Committee, the Multicultural Issues Committee, the Eric Markusen Human Rights Lecture Series Committee, and the Ethnic Studies Committee. Dr. Michelle Beach also served on the Hennepin Technical College Advisory Board and is a state level representative for the IFO Intellectual Property Committee. Dr. Beach traveled to Dakota County Technical College to promote SMSU and SMSU's early childhood distance program at DCTC's Partner College Fair in April.

Dr. Rhonda Bonnstetter served on the Committee for Institutional Assessment as SMSU prepares for their 2013 accreditation visit by the Higher Learning Commission. She served on the Board of Directors for the Minnesota Council of Teachers of Mathematics as District 2 Director. She served as President and the Higher Education Representative for the Minnesota Rural Education Association.

Dr. Verna Cornish is a state level faculty special education representative at the IEIC meetings. She is also a member of the Minnesota Early Childhood Special Education Consortium.

Dr. John Engstrom served on the Graduate Council and the Faculty Improvement Committee at SMSU. He has also served since 2002 on the Professional Development Task Force at Mountain Lake Public Schools to coordinate the staff development for K-12 teachers.

JoAnne Hinckley and *Dr. Sharon Kabes* facilitated the activities for the Educational Administration Doctoral Students from Udon Thani Rajabhat University (Thailand) during their three week visit in Fall 2011.

Dr. Dennis Lamb served on the Graduate Council and the Graduate Curriculum Committee. He also serves as the administrator for Camp Invention in Brainerd, MN, each summer. This week long science day camp focuses on scientific strategies and activities for students in gr. 1-6 .

Dr. Sharon Kabes chairs the Professional Improvement Committee, the Graduate Council, and the Graduate Curriculum Committee for SMSU. She is a member of the Executive Committee and the Multicultural Issues Committee. *Dr. Kabes* was the recipient of the *Cathy Cowen Award* in recognition of her service to SMSU.

Dr. Paulette Stefanick is a member of the Academic Affairs Committee and the Long Range Planning Committee. She also serves on the Minnesota Coalition of Reading Teachers and attends meetings of the Minnesota Academy of Reading.

Dr. Sonya Vierstraete served on the Undergraduate Curriculum Committee, the Graduate Council, the HLC Criterion 4 Committee, the Intercollegiate Athletic Advisory Committee, and the University Technology Committee for SMSU. She is also a part of the committee for the Education department initiative to develop Administrative Licensure programs at SMSU. She also serves as the chair for the Continuing Education Committee for DNU Cluster IV (four area schools), and as the co-secretary for the Education Advisory Committee for Holy Redeemer School in Marshall.

Dr. Tanya McCoss-Yerigan developed a blog for former learning community students and other educators. She also has worked with Stacie Mulso and CoriAnn Dahlager to develop a special webpage, including a learning community blog, on the SMSU site for the SMSU Learning Communities. She served on the Faculty Improvement Committee and participated in the HLC Distance Learning Program review conference as well as assisted with writing the application for learning community programming in Iowa.

Marilyn Strate served as a member of the Civic Engagement Committee this year.

Dr. Debbie VanOverbeke serves as the co-chair of the Institutional Review Board and is a member of the Graduate Council, the Graduate Curriculum Committee, Long Range Planning, and the Executive Committee. This year she also volunteered to serve on Criterion 5 for the Higher Learning Commission (HLC) review.

F. Service to the Community at Large: The Education Department faculty members have been active in a number of ways in their service to the communities in which they live and work.

Dr. Michelle Beach is a March of Dimes Community Organizer and an Easter Seals Neighborhood Volunteer. She is also active in her church.

Dr. Rhonda Bonnstetter served as a member of the Murray County 4-H Scholarship Selection Committee. She is the coordinator for the Southwest Minnesota Math Teachers Association, and plans two meetings/professional development opportunities per year for this group. She is also active in her church.

Dr. Wendy Claussen-Schoolmeester works with the Pipestone Wheels and Heels committee to ensure safe walking and biking; she also works with Marshall's Western Community Action to bring presentations to the F.A.C.E. student group. She is also active in her church.

Dr. John Engstrom has served since 2002 on the Professional Development Task Force at Mountain Lake Public Schools to coordinate the staff development for K-12 teachers.

Dr. Sharon Kabes is active in the SMSU Community Band along with the Marshall Community Band and Tracy Community Band. She is the Chair of the Personnel Committee at her local church, and serves meals at Esther's Kitchen. She volunteers her time at the Marshall Area Fine Arts Council (MAFAC), and serves Meals on Wheels two times per year.

Dr. Dennis Lamb is a member of Kiwanis International, and is a Red Cross Blood Donor. He is also active in his church.

Dr. Tanya McCoss-Yerigan is active with a number of organizations, including Minnesota Adopt a Highway, SMSU Foundation, Infinitely Clint Foundation, Red Bin Donations, Red Cross, American Heart Association, Gideon's, Rock Haven, HRLC, and the MN Paralyzed Veterans to name a few. Additionally, she hosted a weekly community book study, initiated a writing project with former students who are incarcerated, and organized an outreach project with inmates and their children through the Angel Tree Network.

Dr. Paulette Stefanick is a member of the American Legion Auxiliary and is active in her church in Garvin, MN. She also serves as a member of the Garvin City Council.

Marilyn Strate serves on the Board of Directors for two organizations, Let's Go Fishing with Seniors, and Marshall Area Special Olympics. This year she wrote and received a grant from United Way of SW Minnesota for Marshall Area Special Olympics to administer a health & fitness program for this population.

Dr. Debbie VanOverbeke serves as the treasurer for the Southwest Minnesota Math Teachers Association.

Dr. Sonya Vierstraete is a Children's Liturgy Instructor and works with the Youth Ministries at her church. She volunteers in classrooms and is a Homeroom Parent for the 1st and 4th grades at Holy Redeemer School in Marshall.

G. Assessment: This section describes each program area's assessment plan, results, and how the results impacted or will impact teaching and learning.

Undergraduate Education Programs. The undergraduate programs in Education are accredited by the Minnesota Board of Teaching. We underwent our most recent review in December of 2010, and received full approval for all of our licensure programs.

Assessment Plan. The assessment plan consists of the following checkpoints:

Checkpoint I: Admission to the Teacher Education Program

Candidates apply for admission to the Teacher Education Program typically at the end of their sophomore year. Criteria for admission include the following:

- 1.) Must have completed 45 semester credits, and will have completed 60 credits by the end of the term in which the student is applying.
- 2.) Must have a minimum cumulative GPA of 2.8, with specific minimum grade requirements in the following courses: ENG 151 Academic Writing, B- ; SPCH 110 Essentials of Speaking and Listening, B- ; MATH 110 College Algebra, C; all Education and Special Education courses must have a minimum grade of C. A student can be considered for conditional admission under Option B if they have a cumulative GPA of 2.8 in two of the last 4 full-time semesters.
- 3.) Must have taken the Basic Skills tests of the Minnesota Teacher Licensure Exam (MTLE) in Reading, Writing, and Math; these three tests must all be passed prior to placement for student teaching.
- 4.) Students complete a biographical data form, write an essay, and submit three positive recommendations: one from an education faculty member, one from an academic reference, and one from their ED 101 Introduction to Education field experience mentor teacher.

If candidates meet these requirements, they are scheduled for a 30 minute interview with two education faculty members; the student's advisor is also invited to attend for Secondary/K-12 candidates.

Admission to the Teacher Education Program allows students to register for methods courses at the 300-400 level and to progress towards recommendation for student teaching.

Checkpoint II: Application for Student Teaching

Candidates apply for student teaching approximately 9-12 months prior to their placement. Candidates must meet with their advisor(s) to document that they've met the following criteria:

- 1.) Minimum cumulative GPA of 2.8.
- 2.) Completion of all courses in the Liberal Education Program and all courses required for their licensure program.
- 3.) Completion of a Degree Check.
- 4.) Completion of a course completion plan for courses remaining prior to placement for student teaching.
- 5.) Recommendation by the candidate's advisor(s) for student teaching.
- 6.) Completion of all courses in Education and Special Education with a minimum grade of C; other specific program criteria are also required.
- 7.) Successful passage of the Basic Skills Tests of the MTLEs.

To be recommended for student teaching, candidates must have successfully completed a 10-day pre-student teaching experience, and have received positive recommendations from their mentor teacher and university supervisor. Candidates complete a full semester of student teaching at the grade level(s) required for licensure. Candidates must complete all requirements of student teaching, including the Teacher Performance Assessment, and receive a positive recommendation from their mentor teacher and their university supervisor.

Checkpoint III: Graduation

Candidates for graduation must have successfully completed student teaching. On the Monday of finals week following student teaching, candidates participate in a Graduation Portfolio Review, where they meet with an education faculty member to review their Livetext Teaching Portfolio. This portfolio documents that the candidate has met all of the Standards of Effective Practice as required by the Minnesota Board of Teaching. Candidates are scored 1-4 with a rubric developed by the education faculty.

Licensure:

Following the posting of their degree, candidates must pass the final MTLE requirements for their licensure area; this includes tests in Pedagogy and Content for the grade level/content area they will be licensed in. When all requirements are met, candidates work through the Placement and Licensure Office to complete the application for licensure.

Results. Education faculty members meet several times per year to review various portions of the undergraduate assessment program. All faculty members participate in the interviews for candidates for the Teacher Education Program and in the Graduation Portfolio Review. This year, the focus of our review was on the results of the MTLE tests, as these tests are new to our students (they were first implemented in September of 2010), and have included ‘growing pains’ during this initial implementation period. Students were faced with a lack of available study materials and a long delay in the ability to retest on any subtests that were not passed. SMSU was fortunate to be named as a testing site and our students have enjoyed the access and availability of the tests. In the past two years more study materials have been made available for a cost on the MTLE website, and the retest window moved from 90 days to 60 days, and has recently been reduced to 45 days.

We found that our students struggle most with passing the MTLE Basic Skills tests in Reading, Writing, and Math. This struggle has been noted statewide, and is exacerbated by the lack of study materials available to students. The only practice tests available are online for a fee by the testing company. To meet the needs of our students, education faculty began looking for possible study material that would meet the requirements of the test. Faculty members developed ‘boot camp’ courses in reading, writing, and math to offer to interested students at a reduced cost to provide intensive training and more individualized, in person support. We also found potential study materials, available at low or no cost, and made hard copy books available to students at

cost. Brian Bertrand, Graduate Assistant in Education, also put together recommended websites to support students in taking the MTLE tests. A webpage with these resources is available on the Education Department and Education Programs webpages.

Students do well for the most part on their Pedagogy and Content tests. Scores for the Pedagogy tests range in the 90-100% passage levels. Scores in the Content tests have varied by content area. One area of need that was noted in our review was that of subtest 3 for the Elementary Content tests. This area consists of knowledge of Science and Social Science content. Many times this content is taken during the candidates' freshman and sophomore years as part of their Liberal Education Program (LEP). To help in this area, education faculty put together a suggested list of courses that Elementary Education candidates could take in their LEP to provide the background knowledge needed. They have also made a more concerted effort to include a review of the content in the teaching methods courses for these areas, to provide a more current review prior to when candidates would take these tests.

Undergraduate Programs in Physical Education: The Physical Education program includes majors in Physical Education-Teaching, Health Education, and Physical Education with emphases in either Recreation or Sports Management. The Physical Education programs were part of the former Wellness and Human Performance Department which was dissolved at the end of the 2010-2011 academic year. The Exercise Science programs moved to the Science department, while the remaining programs in Physical Education and Health Education moved to the Education Department. Health Education was discontinued as of the end of the spring of 2010; students who had declared this major are being closely monitored and advised in completing the major.

Faculty members and coaches involved in teaching in the Physical Education programs met on May 1-2, 2012, to develop a new mission, vision, program goals, and a program assessment plan. These will be further developed and implemented in the fall of 2012. The Physical Education-Teaching major was included in the Board of Teaching accreditation review done in December of 2010. The Physical Education: Recreation emphasis and Physical Education: Sports Management emphasis programs are scheduled for a program review in the fall of 2012. Their most recent review was completed in the fall of 2007.

Assessment Plan- meeting and results. The assessment plan developed by the members of the Physical Education programs includes the following mission, vision, and program goals.

Mission: The Physical Education Program develops leaders in physical education, coaching, recreation and sports management. We are committed to preparing students to meet the complex challenges of our regional and global communities.

Vision: The Physical Education Program has a vision of a physically educated world where lifelong learning and physical activity is practiced by all. Our students are prepared to make lasting contributions to our profession, communities, and society.

Physical Education Program Goals. A student with a Physical Education major:

- 1.) Values and participates in physical activity for health, enjoyment, challenge, self-expression, and/or social interaction. (NASPE Stds. 3 & 6)
- 2.) Gains the knowledge and skills needed to manage physical, financial, and human resources.
- 3.) Demonstrates understanding of movement concepts, principles, strategies, and tactics as they apply to the learning and performance of physical activities. (NASPE Std. 2)
- 4.) Promotes and embraces diversity in teaching, coaching, and managing sport/recreational activities.
- 5.) Is a lifelong learner who stays current on research and technology, develops critical thinking skills, and practices ethical behavior in the profession.
- 6.) Collaborates with stakeholders to build strong partnerships within the profession, community, and society.

Assessment criteria:

Portfolio – started in PE 108, finished in either PE 497 (Physical Education: Recreation or Physical Education: Sports Management) or in ED 304: Professional Development and Classroom Applications (Physical Education –teaching). Components of the portfolio were identified, along with the courses within the majors that would be responsible for developing those components.

GPA of majors

Exit survey – include the number of students going on to further degree programs

Mock Interview evaluation

Students recognized for Academic Excellence by various outside groups (i.e., Academic All American; CoSida; National Wrestling Association; NSIC conference; ESPN award).

Graduate Programs in Education and Special Education: The graduate programs in Education include a Master of Science in Education with several emphasis areas: Teaching, Learning, and Leadership, offered both on-campus and in off-campus Learning Community formats; K-12 Reading; English; K-12 English as a Second Language (ESL); and Sports Leadership. Another graduate program offered is a Master of Science in Special Education, with emphasis areas in Early Childhood Special Education, Developmental Disabilities, Emotional Behavior Disabilities, and Learning Disabilities. The K-12 Reading, K-12 ESL, and Special Education

programs can include licensure in these areas, and are accredited by the Minnesota Board of Teaching. We underwent our most recent review in December of 2010, and received full approval for all of our licensure programs. The on-campus Teaching, Learning, and Leadership and Sports Leadership emphasis areas completed their most recent program review in the spring of 2011, and the off-campus Teaching, Learning, and Leadership program was reviewed by the Higher Learning Commission on Distance Learning in the spring of 2010.

Assessment Plan. All candidates for the graduate programs in education must meet the following criteria:

- 1.) Minimum cumulative GPA of 3.0; must have a bachelor's degree. Licensure programs also require that the candidate hold a valid teaching license prior to admission.
- 2.) Two letters of recommendation.
- 3.) Must earn a grade of C or better in all coursework in the program.

All graduate programs also include an Action Research Project and a graduation portfolio requirement.

Teaching, Learning, and Leadership, and Sports Leadership: These emphasis areas include a portfolio requirement for their candidates and a graduation portfolio review. The results are kept in a form in Livetext for easy access and review.

K-12 Reading, K-12 ESL, and Special Education: Since these candidates may also apply for licensure, they take an MTLE Content test in the area of licensure. They also complete a Graduation Portfolio Review that documents that they have met the Minnesota Board of Teaching requirements in their area of licensure. Scores for this review are kept in Livetext.

Results. All programs in Graduate Education have had recent program reviews. High levels of completion and satisfaction were noted, particularly in the off-campus Teaching, Learning, and Leadership programs.

As a result of the accreditation review done by the Minnesota Board of Teaching (BOT) in December, 2010 for the licensure programs, two areas of weakness were noted. A recommendation was made that licensure programs in Graduate Education should include the use of Livetext as a platform for documenting assessment results to remain consistent with the undergraduate licensure programs. In a follow-up report filed with the BOT in March of 2012, the Graduate Programs in these licensure areas have moved to requiring the use of Livetext for the teaching portfolios required of these candidates. The K-12 Reading licensure program used these for the first time in the spring of 2012, and the remaining programs will move to this beginning in the fall of 2012.

The Graduate Education Programs made progress in securing approval for a new program in Education Administration for Principal, Superintendent, and Director of Special Education

licensure. The Board of School Administrators did an on-campus review of this program in April of 2012. Suggestions were made for the application, and pending re-submission of the application, the program was approved to move forward for the summer of 2013. This program will apply for an Education Specialist degree with the Minnesota State College and University (MnSCU) system in the coming year.

The Graduate Education Programs recently received MnSCU approval to offer a Master of Science in Physical Education: Coaching of Sport beginning in fall of 2012. This online program advances the knowledge, skills, and philosophies of students in the profession of coaching. Every course is guided by the NASPE (National Association of Sport and Physical Education) coaching standards. Courses in the program are infused with project-based learning, and there are two practicum experiences included to document the application of the knowledge and skills learned. Throughout the program candidates will develop a portfolio utilizing Livetext documenting the NASPE standards accomplished. Candidates will demonstrate mastery of the program goals in a graduation portfolio review.

Section III: Five Year Plan

The Education Department/Programs completed a strategic development plan during the 2008-2009 academic year. This plan contains the following goals and methods for achieving these goals.

Goal Areas:

1. Develop state of the art programs that enhance learning, teaching, and leadership.
 - a. Prioritize selection and development of innovative and research-based that support Communities of Practice Investigating Learning and Teaching;
 - b. Develop a variety of delivery systems for courses and programs;
 - c. Provide and advocate for diverse, multicultural and global education;
 - d. Seek effective leadership structure for the Education Unit;
 - e. Continue to develop policies and procedures for the Education Department;
 - f. Promote and enhance awareness of the Education programs internally and externally;
 - g. Recruit faculty, adjuncts, or co-facilitators who possess the knowledge and skills necessary to actively teach and promote the philosophy of the Education Department;
 - h. To decrease the Education Department's environmental footprint by reducing energy use and the waste stream.

To meet this goal the Education Department has continued to look for alternative delivery options for our various programs. The 2 + 2 Early Childhood Education program has moved to

a primarily online delivery model. More courses are now offered in a hybrid format or entirely online in the undergraduate licensure programs. The Graduate Education On-Campus program with the English Emphasis is offered entirely online, and other emphases areas contain courses offered in either a hybrid or online format. The Graduate Education Off-Campus program offers courses in various locations around the state in a weekend format to meet the needs of working professionals. Many of the courses in Special Education are now offered in evenings or on Saturdays to allow practicing teachers to attend, and also have an online component. As we hire faculty and adjunct faculty, we actively look for those who possess the knowledge and skills to offer coursework via alternative delivery models.

2. Continue collaborating with stakeholders.
 - a. Promote continued strong partnerships with cooperating schools, programs, and agencies;
 - b. Promote strong support, involvement, and advisement for pre-service and in-service teachers;
 - c. Seek and develop new partnerships and programs with stakeholders.

To meet this goal the Education Department faculty have developed partnerships with the Southwest/West Central (SW/WC) Service Cooperative, the Minnesota River Valley Education District, and the SW/WC Superintendent's Advisory Council. We work with many area school districts to provide placements for field experiences and student teaching. We hold two Teacher Education Advisory Committee meetings each academic year seeking input from stakeholders to inform decisions in the Teacher Education Program. Members of the Education Department faculty have continued their work on development of sharing programs with Thailand. Two autism specialists from SW/WC are teaching as adjuncts in our Autism Certificate program. The Graduate Education program cosponsored classes on Renewable Energy for local teachers through a collaborative grant with MnWest, and also sponsor the courses for the community and technical colleges in teaching pedagogy through a grant from MnSCU.

3. Expand personally and professionally through Communities of Practice (Professional Education Faculty).
 - a. Participate in and facilitate learning, scholarship, personal, and professional development;
 - b. Encourage formal and informal development of our faculty through department faculty development; the sharing of resources, processes, and ideas; mentoring new colleagues, and providing assistance in difficult teaching situations;
 - c. Create community and nurture relationships among faculty and staff.

Education Department faculty members are quite active in pursuing professional development and in sharing their knowledge with other faculty and teachers in the area. We have offered workshops to each other to improve technology skills, share teaching idea, etc.

The Physical Education Programs are new members to the Education Department. The faculty and coaches in these programs met for two half-days with the support of an Assessment grant from the Committee on Institutional Assessment to develop an assessment plan for the Physical Education Programs and to begin work on their Program Review which is due in the fall of 2012. The faculty of the full Education Department will need to revisit our Five-Year Plan in light of the addition of the PE Programs to our department. This will be done in the fall of 2012 in conjunction with the PE program review.