

Professional Development Report
2009 – 2010
Elizabeth J. Sandell, Ph.D.
Assistant Professor
Department of Educational Studies: Elementary and Early Childhood
College of Education, Minnesota State University, Mankato

CRITERION 5: SERVICE TO THE UNIVERSITY AND THE COMMUNITY

INTRODUCTION

The IFO contract states that “Evidence of faculty service might include, but is not limited to, participation in and contribution to: committee assignments, related leadership roles, university-related regional and national bodies including accreditation and program review, governance of the university, community organizations, fostering alumni relationship, community presentations, consulting with community agencies and organizations, special university lectures, seminars, workshops or development activities.”

This section includes discussion of evidence related to Criterion 5: Service to University and Community. The first part of this section includes a list of my professional service activities. The last part of this section includes a reflection about the experience and meaning behind some of the most significant among those professional development activities. When appropriate, the documentation is included along with this report to demonstrate service beyond the classroom to the department, college, university and greater community.

GOALS AND DOCUMENTATION (Summary)

Goal 1: Carry out responsibilities as a faculty member of the Department of Educational Studies: Elementary and Early Childhood.

1. Member, EEC Department, since AY06, documented by HR.
2. Submitter, ECE Curriculum Changes, AY10, documented by MSU’s Curriculum Design System, electronic version in Promotion Application.
3. Department faculty meeting minutes.
4. Committee meeting minutes and reports.

Goal 2: Carry out responsibilities as a faculty member of MSU, Mankato, in addition to those as faculty member of the Department.

1. Member, Steering Committee, Undergraduate Research Conference, 2010, documented by letter, committee minutes and conference program booklet.
2. Member, Task Force on Undergraduate Research, Scholarship, and Creative Works, AY10, documented by IFO appointment letter and committee minutes.

Goal 3: Carry out responsibilities as a faculty member in the College of Education as a member, representing the EEC Department of the College's International Studies Committee.

1. Documented by several items included electronically and hard-copy, as well as department and committee minutes on MavDisk.
2. Department faculty meeting minutes on MavDisk.
3. Committee meeting minutes and reports on MavDisk.

Goal 4: Carry out responsibilities for professional organizations.

1. Chairperson, Global Guidelines Task Force, Association for Childhood Education International, documented by letter from ACEI Executive Director.
2. Peer Reviewer for 2009 Conference, Australian Association for Research in Education, documented by email communications.

Goal 5: Work with international students and faculty members at MSU, Mankato.

1. Artifacts about work with international students and faculty members.
2. Presenter, 2010 TEA, Baku, Azerbaijan, documented by certificate of participation included in documentation for Criterion 2.
3. Collaborative international activities with North-Eastern State University, Magadan, Russia.

Goal 6: Other service to MSU, the community, and the profession.

1. Participated in COE Pinning, May 2010.
2. Review of manuscript and preparation of web quizzes and test question bank for SAGE Publishers: Educational Partnerships: Connecting Schools, Families, and the Community by Amy Cox-Petersen. 2010. Documented by work-for-hire agreement and review documents.
3. Review of manuscript for SAGE Publishers: Effective Strategies for Teaching in K-8 Classrooms by Kenneth D. Moore and Jacqueline Hansen. 2011. Documented by work-for-hire agreement and review documents.
4. Member and Secretary, Board of Trustees, Alaska Christian College, since AY07, documented by letter of appointment.
5. Member, Academic Committee, Board of Trustees, Alaska Christian College, since AY07, documented by letter of appointment.
6. Consultation on program assessment for faculty members and administrators at Alaska Christian College, Soldotna, Alaska, 2008 to present.

REFLECTIONS

These artifacts represent my service to the university and the community criterion. The collection of artifacts has given me a new sense of my role in serving the broader community.

When confronted with the requirement for service to the university and the community, it is easy to be overwhelmed by the many opportunities. I have chosen to focus my attention on roles that serve my department and that further my goals in other criteria for professional evaluation. In a sense, I try to get double- or triple-duty from any activities in which I am involved. For example, my service on the College of Education's International Studies Committee and as a member of the Global Guidelines Task Force for the Association for Childhood Education International. Those roles further my efforts of international partnership for teaching and research. Participating in the College's Hooding Ceremony and in MSU's Commencement Ceremony also involves service to students.

This section includes a reflection about the experience and meaning behind some of the most significant among those professional development activities. When possible and appropriate, the documentation is included in appendixes to this report.

Service to Department

I have been a member of the EEC department since Fall, 2005. My first position was as a fixed-term faculty member. In Fall 2006, I was hired for a tenure-track position.

During the Fall semester of AY10, I took minutes at the department faculty meetings for 3 semesters. I consider this a matter of historical importance, since department minutes are part of the business and accreditation records. However, department faculty members have a responsibility to review the minutes and approve them at a later meeting. Anyone who takes minutes may make errors or leave out information. That is why there is the practice of review and approval. If department members see errors or omissions, it is their responsibility to bring up those mistakes and seek corrections before they approve the minutes as a department. The approved versions of the minutes from each meeting were filed in the department section of the MavDisk.















Service to MSU, Mankato

Steering Committee, Undergraduate Research Conference

I was a member of the MSU Steering Committee for the Undergraduate Research Conference, 2009 and 2010. A photo of this group for the 2009 conference is shown below:

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Undergraduate Research Conference 2009 Steering Committee

			
	Gina Wenger URC Co-Chair Art Education	Trent Vorlicek URC Co-Chair Chemistry & Geology	
			
Dawn Albertson Psychology	Richard Auger Counseling and Student Personnel	Laura Bartolo McNair Scholars Program	Barb Bergman Library
			
David Bissonnette Family and Consumer Science	Cindra Kamphoff Human Performance	Elizabeth Sandell Educational Studies	David Engen Speech Communication
			
Heather Hamilton Theatre and Dance	Judith Luebke Health Science	Matt Loayza History	Danae Quirk Dorr Chemistry and Geology

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Not Pictured: **Queen Booker** (Accounting and Business Law), **Geoffrey Goellner** (Biological Sciences)
Mark McCullough (Library)

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Task Force, Undergraduate Research, Scholarship, and Creative Works

During AY10, I was a representative of the College of Education appointed by the IFO to MSU's Task Force on Undergraduate Research, Scholarship, and Creative Works.



Allied Health and Nursing

Arts and Humanities

Business

Education

Science, Engineering and Technology

Social and Behavioral Sciences

Library

Previous UCR Chairman

Lance Dalleck (pending)

Jane McConnell

Brenda Flannery: pending FA approval

Elizabeth Sandell

Hongxia Yin

Karla Lassonde: pending FA approval

Joseph Holtermann

Marilyn Hart

Gina Wenger

Trent Vorlicek

Mary Visser

Other Members

Joan Roca (Dean Library Services)

Laura Bartolo (McNair Program)

Chris Corley (Honors Program)

Anne Blackhurst (Dean Grad Studies & Research)

Service to College of Education

International Studies Committee

I have been a member of the COE International Studies Committee since AY06. During AY06 and AY07, I served as chairperson of that committee (see PDRs since AY06). Members of the committee are shown below in the Fall 2009.



Service to Professional Organizations

Global Guidelines Task Force, Association for Childhood Education International

I am a member, ACEI Global Guidelines Task Force. I have been its Chairperson since Spring, 2009.



ACEI's Global Guidelines Task Force leaders meet in Phoenix, AZ, 2010



Sue Wortham, Chairperson, 2005 – 2007
Belinda Hardin, Chairperson, 2007 – 2009
Elizabeth Sandell, Chairperson 2009 – present

2009 Conference, Australian Association for Research in Education

During 2009, I was a reviewer for conference proposals for the 2009 Conference of the Australian Association for Research in Education, Canberra, Australia.

From: Tania L Aspland [tania.aspland@adelaide.edu.au]
Sent: Wednesday, September 16, 2009 5:34 PM
To: Sandell, Elizabeth Jill
Subject: [AARE09] Paper Review Acknowledgement

Elizabeth Jill Sandell:

Thank you for completing the review of the submission, "FAN091516. Reframing Teacher Identities: ESL pre-service teachers' perspectives of teaching and learning in Australian," for AARE 2009 International Education Research Conference - Canberra. We appreciate your contribution to the quality of the work that we produce.

Tania L Aspland
university of adelaide
Phone 088313 5692
Fax 08 8303 3604
tania.aspland@adelaide.edu.au
Tania Aspland
Professor and Head of School of Education
University of Adelaide
Mandy Davies
Administrative Assistant
AARE 2009 International Education Research Conference

Other Service to Community

During AY10, I participated in several other service activities for MSU, the community, and the profession:

1. Participated in COE Pinning, May 2010.
2. Review of manuscript and preparation of web quizzes and test question bank for SAGE Publishers: Educational Partnerships: Connecting Schools, Families, and the Community by Amy Cox-Petersen. 2010. Documented by work-for-hire agreement and review documents.
3. Review of manuscript for SAGE Publishers: Effective Strategies for Teaching in K-8 Classrooms by Kenneth D. Moore and Jacqueline Hansen. 2011. Documented by work-for-hire agreement and review documents.
4. Member and Secretary, Board of Trustees, Alaska Christian College, since AY07, documented by letter of appointment.
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