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APPLICATION FOR PROMOTION
Elizabeth J. Sandell
Fall, 2010

CRITERION 5: SERVICE TO THE UNIVERSITY AND THE COMMUNITY

Introduction

This section includes discussion of evidence related to Criterion 5: Service to University and Community. Specific documents for evidence were included in the collection of materials submitted with my annual Professional Development Reports. 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 in appendixes to this report.

For this criterion, the EEC department has specified a variety of significant and meaningful service activities related to the mission of the college and department. For purposes of promotion, these include but are not limited to:

- Leader of substantive departmental and college committees and organizations
- Member of substantive university committees and organizations

Activities and Documentation

This section includes a list of my professional service activities related to service to community. Careful review of documentation about my performance over time in criterion 4 makes clear that my achievements do meet the contractual benchmark of “high achievement” necessary for promotion.

In terms of my application for promotion, I have been a leader of substantive departmental and college committees and organizations, including: EEC department chairperson (AY07 and AY08) and chairperson for COE International Studies Committee (AY06 and AY07). This work is documented by electronic and hard-copy materials in my Application for Promotion, as well as previous Professional Development Reports.

Also in terms of my application for promotion, I have been a member of substantive university committees and organizations, including: Acting Director for the MSU Center for Excellence in Teaching and Learning in 2009, a member of the MSU Steering Committee for the 2009 and 2010 Undergraduate Research Conferences, and a member of the MSU Task Force on Undergraduate Research, Scholarship, and Creative Works, AY10 Fall semester. This work is documented by electronic and hard-copy materials in my Application for Promotion, as well as previous Professional Development Reports.

Service to the EEC Department

1. Member, EEC Department, since AY06, documented by HR
2. Recorder, EEC Department Faculty Meetings, AY08 and AY09, documented by department minutes on MavDisk and electronic version in Promotion Application
3. Chairperson, EEC Department, AY07 and AY08, documented by department minutes on MavDisk
4. Member, EEC Personnel Review Committee, AY06, documented by department minutes on MavDisk
5. Member, EEC Social Committee AY06 and AY07, documented by department minutes on MavDisk
6. Member, EEC Early Childhood Assessment Committee, AY06 and AY07; completed department assessment report (see electronic and hard-copy versions in section on Criterion 1-b Chairperson, Application for Promotion), documented by department minutes on MavDisk
7. Member, EEC Scholarship Committee, AY11, documented by department minutes on MavDisk
8. Advisor, Early Childhood and Elementary Education Club, AY08 and AY09, documented by registration as Recognized Student Organization
9. Lead writer, EEC Admissions to Professional Education, AY07 and AY08, documented by department minutes on MavDisk, (see electronic and hard-copy versions in section on Criterion 1-b Chairperson, Application for Promotion)
10. Submitter, ECE Curriculum Changes, AY10, documented by MSU's Curriculum Design System, electronic version in Promotion Application

Service to the College of Education

1. Chairperson, COE International Studies Committee, AY06 and AY07, and Member, AY06 through AY10, documented by several items included electronically and hard-copy in Application for Promotion, as well as department and committee minutes on MavDisk
2. Organized Thai-MSU Educator Exchange Events, documented by several items included electronically and hard-copy in Application for Promotion, as well as committee minutes on MavDisk
3. Participated in the Mankato State Teachers College Reunion, July 13, 2007.
4. Participated in COE Pinning, May 2006, December 2007, December, 2009
5. Participated in COE Hooding, December 2006, 2007, 2008 and May, 2007

Service to the University

1. Acting Director, Center for Excellence in Teaching and Learning, AY 2009, documented by HR records and electronic and hard-copy of documents in Application for Promotion
2. As Chairperson, supported efforts by the MSU Foundation to raise funds related to the work and mission of the EEC department, and electronic and hard-copy of letter from Jeff Halbur, MSU Foundation, in Application for Promotion

3. Secured funding for the International Faculty Development Endowment Fund at the MSU Foundation, documented by electronic and hard-copy of letter from President Davenport
4. Member, Steering Committee, Undergraduate Research Conference, 2009 and 2010, documented by letter, committee minutes and conference program booklet
5. Member, Task Force on Undergraduate Research, Scholarship, and Creative Works, AY10 and AY11, documented by IFO appointment letter and committee minutes
6. Participated in marching faculty for MSU Commencement, December, 2005, 2006, 2007, 2008, 2009 and May, 2007, documented by Office of Academic Affairs
7. Coordinator for visiting scholars from Thailand, October, 2006) (see PDR AY07), documented by department minutes
8. Member, committee to select award winner of Maverick Momentum scholarship funds, documented by MSU's Kearney International Center
9. Participant, MSU's 2009 International Scholar Stole ceremony, documented by MSU's Kearney International Center
10. Coordinator for visiting scholars from North-Eastern State University, Magadan, Russia, documented by department minutes and electronic files in Application for Promotion
11. Presenter, Faculty Development Day, January, 2007, documented by meeting program and PDR AY07

Service to Professional Organizations

1. Member, ACEI Global Guidelines Task Force, AY07, AY08, AY09, AY10, documented by task force minutes
2. Chairperson, ACEI Global Guidelines Task Force, AY10, documented by task force minutes
3. Reviewer for conference proposals, AARE 2009 Conference, Australia, documented by conference correspondence, included in Application for Promotion
4. Member, Advisory Board, 2006 Annual Conference, Minnesota Kindergarten Association, documented by conference program
5. Chairperson, MVAECE 2006 nominating committee - presented two candidates for vice-president/president-elect and secretary for the organization to consider. (documented by appreciation certificate)
6. Nomination of Linda Good for 2009 MVAECE's Rachel Seebach Advocacy Award (see PDR AY09)

Service to Community Organizations

1. Presenter, April 13, 2007 Career Exploration Day (for high school students) South Central College (see PDR AY07)
2. Presenter, 2009 Culture Day at Jefferson Elementary School (see PDR AY09)
3. Member, United Way's Success by Six group, AY08 and AY09, documented by minutes
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

Consultations

1. 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.
2. 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.
3. Consultation on program assessment for faculty members and administrators at Alaska Christian College, Soldotna, Alaska, 2008 to present.

Collaborative International Activities

1. Travel to NESU, Magadan, March, 2006 to establish plans for joint research, teacher and student exchanges, and joint curriculum (documented by certificate of participation included in documentation for Criterion 2.).
2. Travel to NESU, Magadan, March, 2007 to define partnership agreement; accompanied by Ginger Zierdt, Director, COE, Office of Community – School – University Partnerships (documented by certificate of participation included in documentation for Criterion 2.).
3. Travel to NESU, Magadan, June 2006 for women’s conference; accompanied by Virginia Maldonado. (documented by certificate of participation included in documentation for Criterion 2.)
4. Travel to NESU, Magadan, June 2008 for international conference; accompanied by Mary Behrens, Lynn Grenz, and Ashley Milewski. (documented by certificate of participation included in documentation for Criterion 2.)
5. Presenter, 2010 TEA, Baku, Azerbaijan, documented by certificate of participation included in documentation for Criterion 2.

Reflections on Significant Activities

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.

When confronted with the need and 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 the university. In general, the activities also further my goals in other criteria for professional evaluation.

The collection of artifacts has given me a new sense of my role in serving the broader community. In a sense, I try to get double- or triple-duty from any activities in which I am involved. For example, my assignment as acting director of the Center for Excellence in

Teaching and Learning. I learned a lot in that role that will improve my teaching methods. Another example is 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.

Service to the EEC 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.

As a member of the EEC department, I was a member of the EEC Early Childhood Assessment Committee, AY06 and AY07. I was the lead writer for the department assessment report (see PDR AY07). I have also served as a member of the EEC Social Committee AY06 and AY07 and of the EEC Personnel Review Committee, AY06. I also was the lead writer for the submission of the curriculum changes to the ECE program during AY10. As department chairperson, I was first author of the EEC procedures for Admissions to Professional Education, during AY07 and AY08.

For the EEC department, 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, all 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 the College of Education

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.



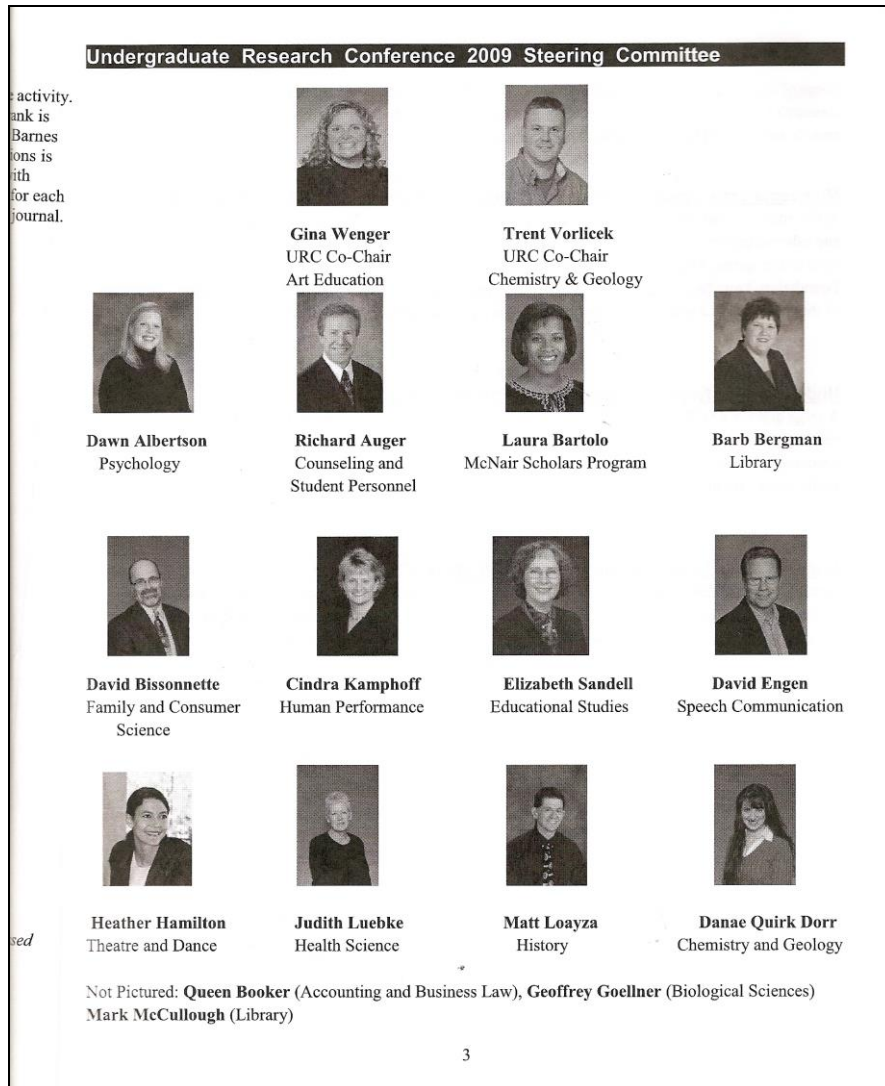
As an EEC faculty member, I have regularly participated in COE Pinning Ceremonies (May 2006, December 2007, December, 2009) and in COE Hooding Ceremonies (2006, 2007, 2008 and May, 2007).

Service to the University

I was Acting Director, Center for Excellence in Teaching and Learning, during Spring semester, 2009. I coordinated the visits by scholars from Thailand (October, 2006) and from Russia (April, 2009). I participated as marching faculty for MSU Commencement, December, 2005, 2006, 2007, 2008, 2009 and May, 2007. I was a member of the committee to select award winners of Maverick Momentum scholarship funds in 2009. And I was a participant in MSU's 2009 International Scholar Stole ceremony. Also, I was a presenter during Faculty Development Day, January, 2007.

Steering Committee for MSU's 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:



MSU's Task Force on Undergraduate Research, Scholarship, and Creative Works

During Fall, 2009, I was a member of the 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)

MSU Foundation

I facilitated the establishment of the Marjorie L. Oelerich International Faculty Development Endowment Fund at the MSU Foundation. In her donation of these funds in May, 2007, Dr. Oelerich specified that the funds were designated with preference “given to projects related to Russia and Russian-speaking countries and events and workshops held after the travel is completed.” At one of the EEC department faculty meetings, the MSU Foundation staff member and the COE International Studies Committee representatives sought guidance from the EEC department about the processes for selecting recipients of the financial support, not guidance about the purposes of the fund.

May 27, 2009

This purpose of this letter is to thank you for your work with development efforts on behalf of the Minnesota State University, Mankato Foundation while you were Chair of the Elementary and Early Childhood Department in 2006-2008.

As the Director of Development for the College of Education during this time, I can attest that one of the key components of any successful development endeavor is the engagement of our alumni, emeriti faculty and friends in our programs. To successfully engage key supporters requires strategically engaging them in a way that is meaningful to them. Because you were willing to work collaboratively with me and to spend the time meeting with donors and supporters, we were able to raise additional dollars for the Elementary and Early Childhood program that would not have been possible without your efforts.

I want to personally thank you for your efforts in this regard while you were Department Chair. I hope your example helps to inspire other faculty and staff to better understand the importance of development in the process of generating additional resources for higher education in general and for the College of Education specifically.

Sincerely,

Jeff Halbur
Director of Development, College of Education
Minnesota State University, Mankato

MSU Memorial Library Archives

When I arrived at MSU, I found my office had “inherited” a large number of slides related to the donation of Froebel Kindergarten materials to The Children’s House by Anna and Emma Wiecking. The slides were developed around 1985 by Marjorie Oelerich, former faculty member, and David Allan, former MSUM staff members. There were slides and presentation scripts and sample materials. I used the slides in my own research and conference presentations. Then, I transferred the materials to MSU’s University Archives in the Memorial Library.

Service to Professional Organizations

I was a member, Advisory Board, 2006 Annual Conference, Minnesota Kindergarten Association, and chairperson, MVAECE 2006 nominating committee. The committee presented two candidates for vice-president/president-elect and secretary for the organization to consider. (see PDR AY06). I nominated Linda Good for 2009 MVAECE’s Rachel Seebach Advocacy Award (see PDR AY09).

I am a member, ACEI Global Guidelines Task Force, AY07, AY08, AY09, AY10. 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

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.

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Tania Aspland
Professor and Head of School of Education
University of Adelaide
Mandy Davies
Administrative Assistant
AARE 2009 International Education Research Conference

Service to Community Organizations

In service to community organizations, I have made many presentations, such as 2007 Career Exploration Day (for high school students) South Central College (see PDR AY07) and, with students from Russia, the 2009 Culture Day at Jefferson Elementary School.

I have also been a member, United Way's Success by Six group, AY08 and AY09, and a member of Nu Chapter, Delta Kappa Gamma (Parliamentarian, AY09). Finally, I have served as a member and board secretary of the Board of Trustees, Alaska Christian College, since AY07

Collaborative International Activities

During my time at MSU, I have facilitated the signing and coordination of an international partnership with North-eastern State University, Magadan, Russian Federation. In that connection:

1. Travel to NESU, Magadan, March, 2006 to establish plans for joint research, teacher and student exchanges, and joint curriculum (see PDR AY06).
2. Travel to NESU, Magadan, March, 2007 to define partnership agreement; accompanied by Ginger Zierdt, Director, COE, Office of Community – School – University Partnerships (see PDR AY07).
3. Travel to NESU, Magadan, June 2006 for women’s conference; accompanied by Virginia Maldonado. (see PDR AY06)
4. Travel to NESU, Magadan, June 2008 for international conference; accompanied by Mary Behrens, Lynn Grenz, and Ashley Milewski. (see PDR AY08)
5. Coordinated the visit by NESU faculty member and students for MSU’s 2009 Undergraduate Research Conference. (See photo below).

