

Jennifer Groman

Release time proposal for Fall, 2019, and justification for 2018-2019 academic year.

Date: April 4, 2019

To: Donna Breault, Amy Klinger, Jim Olive

From: Jennifer Groman

Re: Release time justification (2018-2019) and request (2019-2020) for three release hours each semester.

Thank you for the opportunity to request release time for my work. Please note that this proposal and request for the 2019-2020 school year also includes all previous years' priorities and accomplishments for my use of release time. The most recent academic years appear first.

Warmly,
Jennifer

Proposed use of release time for 2019-2020 school year would include these goals:

Priorities include continued current coordination, communication, recruiting activities, and program updates to 652 and 653.

- Analyzing Summer Institute 2019 data for Summer Institute 2020 improvements.
- Facilitating Ashland University vendor booth at the Ohio Association for Gifted Children Fall Conference in Columbus.
- Continue working with Mitch on OAE Preparation materials for all courses.
- Planning and co-facilitating the Optional Face to Face (Saturday) session for Fall, 2019 and Spring, 2020, and Summer, 2020 gifted courses.
- Submitting EDIS 651 to committee and working with them on required updates.
- Renovating program syllabi – EDIS 652 and EDIS 653 renovations to be slated this year. Updating textbooks, Knowledge, Skill and Disposition statements to align with NAGC/CEC, OAE and AU competencies and standards. Updating program measurables included in 652 and 653 – Pre/Post Assessments, Resource Notebook artifacts, and Statement of Philosophy papers, and rubrics.
- Provide ongoing email and phone support for inquiries about the program from interested individuals and school administrators
- Ongoing interaction with advisors, Nancy McGraw and Jason Mossman, for program oversight, clarifications, updates, improvements and course approvals.
- Possible projects include: Program Handbook (especially important since the program went online), creating a formal system to track measurables and growth through the program (Pre/Post Assessments, Resource Notebooks, Philosophy Statements)

Release time used during 2018-2019 school year so far [approx.100 logged hours in Fall, 40 logged hours in Spring, 2019 as of 4/4/2019].

Priorities included continued current coordination and communication, and program updates to 650 and 651, including preparing Summer Institute coursework adaptations for all courses for Summer, 2019.

Fall Semester, 2018 accomplishments

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- Fully renovated EDIS 650 (New texts, KSD statements, Pre/Post Assessments, rubrics, program measurable of Resource Notebook components and Philosophy Statement), and sent to committee
- Set up and supervised an Ashland University vendor booth at the Ohio Association for Gifted Children Fall Conference in Columbus.
- Provided ongoing email and phone support for inquiries about the program from interested individuals and school administrators
- Ongoing interaction with advisors, Nancy McGraw, Jason Mossman, and Gene Linton for program oversight, clarifications, updates, improvements and course approvals
- I had hoped to facilitate a “Synchrosium II” for adjuncts to discuss updates to EDIS 652 and EDIS 653, but found no funding for it.
- Recruitment and public relations, collaborating with advisors, the administrative assistant, and day-to-day communications associated with directing the program would continue.
- Began adapting EDIS 650, 651, and 653 for online platform.
- Renovating program syllabi – EDIS 651 renovations are started.

Spring Semester, 2019 accomplishments:

- Continued work on full renovation update of 650 and re-submitted to committee.
- Completed the online integration of EDIS 650, 651, and 653 for this semester.
- Renovating program syllabi – EDIS 651 renovations are completed and ready to send to committee. New textbook, updating Knowledge, Skill and Disposition statements to align with NAGC/CEC, OAE and AU competencies and standards. Updating program measurables included in 651 – Pre/Post Assessment, Resource Notebook artifacts, and Statement of Philosophy paper from 651.
- Multiple meetings with adjunct Janet James to facilitate full renovation to EDIS 652 (which I have never taught).
- Provided ongoing email and phone support for inquiries about the program from interested individuals and school administrators
- Ongoing interaction with advisors, Nancy McGraw, Jason Mossman, and Gene Linton for program oversight, clarifications, updates, improvements and course approvals.
- Adapting EDIS 650, 651, 652, 653, and 654 coursework for short summer online sessions.
- Planning and co-facilitating the Optional Face to Face (Saturday) session for EDIS 650, 651, 653, and two Optional Face to Face (Saturday) sessions for Summer A, and for Summer B, 2019.
- Bi-weekly meetings for Summer Institute.
- Began working with Mitch on OAE Preparation materials to be integrated into all courses.

Release time use during 2017-2018 school year.

Priorities were getting to know the program and systems, updating PR materials, advertising and “selling” the program to individuals and school districts, and establishing relationships with adjuncts. I also knew that updates to the textbooks and syllabi were needed.

Fall Semester, 2017, accomplishments

- Oversaw the hiring of two new adjuncts, Teresa Scherzinger, Kevin Spooner. Fielded many more inquiries

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- Updated the Talent Development Program public relations brochure
- Instigated enrollment of and supervised an Ashland University vendor booth at the Ohio Association for Gifted Children Fall Conference in Columbus.
- Traveled to Cincinnati to provide an overview of the program to interested teachers with Gene Linton and Jason Mossman (this cohort starts Fall, 2018)
- Observed a new adjunct in the Cincinnati area teaching EDIS 653
- Provided ongoing email and phone support for inquiries about the program from interested individuals and school administrators
- Sent out personal letters to 100+ school districts (principals, gifted coordinators, gifted intervention specialists) with updated brochures to advertise the program
- Ongoing interaction with advisors, Nancy McGraw, Jason Mossman, and Gene Linton for program oversight, clarifications, updates, improvements and course approvals
- Facilitated EDIS 796, the internship, which tends to be the Program Director's custody. I observed 3 graduate students this semester.

Spring Semester, 2018, accomplishments

- Oversaw the hiring of a new adjunct, Doug Germann, fielded many more inquiries
- Preparations for and meeting with adjuncts for "Synchrosium" to update and synchronize what all instructors are teaching and update them all on new directives from the state, including the Ohio Assessments for Educators exam.
- Travel to Medina to provide an overview of the program to interested teachers with Kendra Wisdom. This cohort is still considering options.
- Provided ongoing email and phone support for inquiries about the program from interested individuals and school administrators
- Renovating program syllabi – EDIS 650 renovations are completed. New textbook, updating Knowledge, Skill and Disposition statements to align with NAGC/CEC, OAE and AU competencies and standards.
- Updating program measurables - instigating two ongoing and culminating components to the program: a Resource Notebook with artifacts from each course and an ongoing Statement of Philosophy paper to show teacher growth.
- Organized and facilitated a practice test session with Pearson for the OAE Gifted Assessment, at the Columbus Site.
- EDIS 796 – we had 17 students taking the internship, so I had to work with and train adjunct Janet James so we could divide these. She observed seven from the Northwestern cohort, I observed 10 from Northwestern (West Salem), Columbus, and Cincinnati. In addition, there were two MEd students complete the 781 practicum, in Columbus and West Salem. These course are almost exclusively facilitated by the program director.
- Ongoing interaction with advisors, Nancy McGraw, Jason Mossman, Stephanie Litman, and Gene Linton for program oversight, clarifications, updates, improvements and course approvals