

Collaborative Bilingual Administrator Training Grant (CBAT) University of Houston-Clear Lake

National Professional Development Program

Executive Summary

The Collaborative Bilingual Administrator Training Grant (CBAT) has made good progress toward fulfilling the objectives set forth in the grant proposal since the University of Houston-Clear Lake received notice of the grant award in October, 2002. CBAT applications, recruitment flyers, and selection timeline were developed in November 2002 with the input of members of the CBAT Advisory Council who represented the seven collaborating districts. A total of 25 participants were identified for CBAT participation. Because of the limited time for recruitment and processing of CBAT applications prior to January enrollment, CBAT staff with concurrence of the CBAT Advisory Council revised CBAT application and timeline for a Spring 2003 recruitment of candidates to add additional participants to bring the number in Cohort I to a minimum of 35 graduate students. Progress toward the attainment of specific CBAT goals is outlined below.

Goal 1- Increase the number of certified bilingual administrators

- 44 requests for information about the CBAT project were received
- 35 applications were reviewed in December, 2002
- 25 CBAT participants were selected
- 24 CBAT participants were enrolled in graduate classes in January, 2003 (1 CBAT participant required major surgery and was unable to enroll for classes, but will join Cohort I for summer 2003 classes)
- Recruitment for additional CBAT applications begun in February, 2003 with review by CBAT Screening Committee on April 24, 2003
- Information about the CBAT project will continue to be disseminated through articles in local newspapers, by members of the CBAT Advisory Council, at area and state professional meetings, and in response to individual inquiries.

Goal 2- Provide professional development that addresses the issues surrounding the needs of ELLs for all candidates in the UHCL administrator preparation program

- Plan developed by UHCL staff for preparing course modules, including module topics, timeline for completion and piloting of modules, and staff responsible for the development of each module

- Module 1 (Language Acquisition) will be presented to CBAT students during first semester of summer school (June 2003) to allow CBAT participants selected in April 2003 to be included in the presentation
- Feedback on modules will be solicited on Module 1 during this piloting phase from CBAT participants, staff and representatives from collaborating districts as well as from external sources.
- Plan was developed for university staff collaboration (including adjunct staff) concerning the integration of Module 1 into all ADSU courses as well as the development of ancillary materials to support the use of CBAT modules.

Goal 3- Provide mentoring and support for CBAT participants, UHCL administrator candidates and novice administrators to reduce attrition.

- Qualifications and expectations of CBAT mentors reviewed by CBAT Advisory Council at meeting of February 21, 2003.
- Mentor information form was prepared for CBAT participants to use in discussions with prospective mentors.
- Needs of current CBAT students for tutorial services was assessed by interviews with staff currently teaching CBAT participants.
- Survey to facilitate planning for tutorial opportunities was developed for completion by CBAT participants.
- Proposal for Summer Writing Project was developed in collaboration with the UHCL Writing Lab director to provide assistance to identified CBAT students during the summer 2003 term.

Goal 4- Provide professional development for current administrators who are leading schools with high populations of ELLs in seven collaborating school districts.

- A two-day workshop for CBAT mentors was planned for summer 2003 to avoid conflicts with summer school programs in collaborating school districts.
- Workshop topics for practicing school administrators targeted to the special needs of ELLs were solicited from the CBAT Advisory Council members at the February 21, 2003 meeting. Potential presenters were also suggested.
- UHCL has accepted the invitation to collaborate with one of the collaborating districts to promote and participate in an area-wide workshop on DEC (District Effectiveness and Compliance) monitoring with emphasis on implementation of the No Child Left Behind Act.

Goal 5- Increase communication and collaboration with the community, including local school districts.

- A contact person from each collaborating district has been identified to serve on the CBAT Advisory Council. CBAT Advisory Council members have leadership roles in the education of ELLS in their respective districts.
- Two CBAT Advisory Council meetings have been held at UHCL: November 2002 and February 2003.
- CBAT Advisory Council members have assisted in recruiting CBAT participants, suggesting topics for administrator workshops and identifying CBAT mentors.

Goal 6- Disseminate information on meeting the needs of ELLs to current administrators in school districts throughout the State of Texas and the United States.

- PowerPoint presentation developed about CBAT project and shared with a collaborating district was used to prepare for an informational session at a statewide meeting sponsored by the Texas Education Agency.
- Three members of the UHCL staff involved in the implementation of CBAT attended the NABE conference in January of 2003 and will continue to seek opportunities to present information about the CBAT program.
- CBAT website is being structured and developed.
- UHCL School of Education Cold Fusion Server has been secured for the CBAT website.
- 20 websites pertaining to bilingual education have been identified.
- CBAT advisory Board consisting of school district representatives has been updated on the process that will link the CBAT Website to each of the district websites of the seven districts collaborating in the CBAT project.