



School of Teaching and Learning

College of Education and Human Services
Minnesota State University Moorhead

1104 Seventh Ave. South
Moorhead, MN 56563
218-477-2216
fax: 218-477-2539

Memorandum to: School of Teaching and Learning
From: Charlie Howell
Date: November 30, 2006
Subject: graduate program at Ellen Hopkins

The administration of Moorhead Public Schools has requested that we deliver graduate courses on site at Ellen Hopkins Elementary School. On October 16, the Dean directed me to work with Dr. Nybladh to meet this request. I passed Dr. Nybladh's letter and Dean Parsons' directive on to the Program Review Task Force. On November 27, the Task Force asked me to meet with them to answer questions, and they have now asked me to pass the information on to the department. This memo summarizes what has happened to date.

The initial inquiry came from Mary Jo Schmid, principal of Ellen Hopkins. She wanted an on-site program aligned with professional development goals in the building. She consulted assistant superintendents Lynne Kovash and Jill Skarvold, who recommended (a) that all three Moorhead elementary schools be included to maximize enrollment and sustain the courses, and (b) that the program focus on literacy to complement district initiatives in that area.

Following the Dean's directive, I met with the assistant superintendents and three elementary principals and set up meetings with teachers at the buildings. I have been to Ellen Hopkins and Robert Asp so far, and will visit Reinertsen shortly. The three principals agreed that a literacy focus was most promising, and they asked if reading licensure courses could be incorporated in a C & I masters program. I have already discussed the possibility of "tracks" within C & I, including a literacy emphasis, with a number of faculty members and administrators. A detailed proposal for the reading licensure track within the C & I masters program is available on the STL website.

So far 10 teachers at the two buildings I visited have expressed interest in graduate coursework to be offered at Ellen Hopkins. To get the program started and to encourage participants to make a timely commitment, the Dean has agreed that we will offer two graduate reading courses, EECE 613 and EECE 614, in the spring semester. I have assigned Dr. Bartz and Dr. Williams to teach the two courses. Future course offerings will be contingent on a minimum enrollment of 15 students per course. I will send along further details as they become available. Faculty input on staffing, scheduling, coordination, and curriculum for the projected program is welcome.