

# WiscAd

## Q&A on LOGS, PORTFOLIOS and REVIEW COMMITTEES

**Q: Why am I creating a portfolio?**

**A:** The simple answer is that it is required by law under the new licensure laws, but the reasonable answer is that it is one of the best ways to decide who is ready to be an administrator and who is not. Too many administrators have started doing their jobs without really being ready and it makes sense to ask experienced administrators to help the DPI decide who is ready through our portfolio review process. Therefore, you create a portfolio to demonstrate administrative proficiency.

**Q: What is “proficiency”?**

**A:** Proficiency for licensure is defined as having the knowledge, skills and disposition necessary to do the job. It does not mean that you have actually spent much time doing the job yet, even though you may notice that some of your classmates have been in various administrative positions for some time. The purpose of the 540 hour practicum (roughly one semester) is to gain a sense of how well things will go once you are on your own. Your review committee is reminded that licensure requires demonstration of proficiency, and this is based on 540 hours of training experience. Those with more experience may be scored as “Advanced,” and so licensure is recommended on the basis of either “Proficient” or “Advanced” ratings.

**Q: How do I set up my portfolio?**

**A:** See “The WiscAd Portfolio – A Guide” handout from your first class. Note that Standard 1 has 10 substandards with artifacts for each.

**Q: How do I create my portfolio when I am seeking administrator certification in more than one area?**

**A:** Include artifacts which reflect proficiencies in all certification areas.

**Q: Should I share my portfolio with my supervisor each visit?**

**A:** This is not necessary, unless you want some informal feedback. Remember that your portfolio is evaluated only by your review committee, so your supervisor’s comments are advisory, not evaluative. Your supervisor will not sit on your review committee.

**Q: What is the purpose of an artifact?**

**A:** An artifact tells your review committee that you have “been there, done that.” It is not intended to capture the totality of an activity, but to be used by you to dialogue with your review committee about activities they may want to discuss in more depth. It is the interview, not the portfolio in and by itself, that demonstrates your proficiency to your review committee.

**Q: What is the best artifact?**

**A:** An artifact is something “left behind” from the event you are logging. Avoid the hypothetical; present the real. It should be something that is integral to the event, rather than something you have generated after the event. For example, use an agenda from a meeting rather than a narrative you have written after-the-fact describing the meeting, a single IEP as actually generated for a student rather than a blank IEP form, etc.). Usually artifacts are written documents, but they may also include photographs or videotapes.

**Q: How do I handle artifacts that contain sensitive information?**

**A:** Because you should use authentic artifacts whenever possible, you will discover that many are sensitive and not for public distribution (IEP’s, teacher evaluations, legal cases, etc.) Each member of your review committee is an experienced administrator and knows how to handle sensitive documents; even so, we want to avoid long-term exposure of these documents in your portfolio. Therefore, make sure you “black out” any sensitive information like the names of individual students or staff members, their phone numbers and addresses, anything that might indirectly identify them,

etc. Do not use anything marked “Confidential” unless you feel it is a particularly significant artifact and “the need for secrecy no longer prevails”; even then, you must get authorization from your district and those involved. As soon as the review of sensitive documents is completed, we remove the document from your portfolio, shred the hard copy and erase the electronic copy, then place in your portfolio a note that reads: “At the request of the candidate and/or the review committee, this artifact was removed from the candidate’s portfolio following the portfolio review process due to the sensitive nature of its contents.”

**Q: How many pages should an artifact be?**

**A:** 1-3 pages are adequate. If you have more than 3 pages, then select representative pages (e.g. a cover page, an abstract or data page, a summary, etc.) Remember: the purpose of the artifact is to “jog” your memory during the review committee presentation, not to be the full document.

**Q: How many pages should the portfolio be?**

**A:** DPI told us that the entire portfolio should fit in a 2 ½” - 3” three-ring notebook and should not be something you have to bring in on a dolly. This translates to about 150-200 pages.

**Q: How many artifacts do I need for each standard and substandard?**

**A:** 2-4 artifacts per substandard, 2-5 artifacts per standard should be adequate. Think strategically about what to include: obviously, you want to include those things that will help you convince your review committee that you know how to do the job. Because Standard 1 has 10 subsections plus your reflections on practice, more than half your portfolio will be Standard 1.

**Q: Do I need an artifact for each activity listed on my WPT?**

**A:** No. Include artifacts for activities that last a fairly long period of time (> 8 hours) or are particularly noteworthy (e.g. a response to a bomb threat). Use the log to document shorter activities.

**Q: How do I create an electronic copy of my portfolio?**

**A:** “The WiscAd Portfolio – A Guide” has sign up instructions for eFolio.

**Q: Why do I need to log hours?**

**A:** Practicum hours for administrators are a bit different than practicum hours for teachers, who by statute must student teach “full time for a full semester.” Administrators in WISCAD still need one semester’s worth of practicum experiences, but these can be cumulative rather than “full time.” One school semester is calculated as 90 days X 6 hours per day = 540 hours.

**Q: What is the most efficient way to manage this log?**

**A:** Time Management is the reason for and focus of this log. Understand the “gist” of each standard so you can enter it without having to refer to your Administrator Standards every time you want to make an entry. For example, remember that Standard 1 is about things that go on in the classroom, and this will make it easy to decide what needs to be logged as Standard 1. To make Standard 1 even simpler, you do not need to break Standard 1 into its 10 subsections for your log (even though you have to break it into subsections for your portfolio).

**Q: How do I log “odds and ends” of hours that are too numerous to mention?**

**A:** Calculate these hours on a weekly basis. Management of human, fiscal and property resources can be lumped together as a single entry under Standard 4: “Weekly Management Activities – Miscellaneous.” Try to keep these in the range of 5-15 hours per week. Do not log them monthly or in retrospect, and do not exceed 15 hours in a single entry without breaking it down into more detail.

**Q: How can I use my current organizer to generate the log?**

**A:** Make a hard copy, then identify the appropriate standard for each entry. You can do this by color-coding, writing the standard number beside the entry, etc. Keep a running tally so your supervisor can see hours for individual standard AND total hours. Your supervisor will take your hard copy, and you will include the running totals in your portfolio.

**Q: What is a committee review?**

**A:** A committee review is the final step you need to take to demonstrate your proficiency as an administrator. A committee of three experienced administrators reviews your portfolio with you, standard by standard, to determine if you have adequately documented your level of proficiency in each of the Seven Administrator Standards required for licensure.

**Q: Who sits on the review committee?**

**A:** Experienced administrators who sit on your review committee have had extensive experience in the area of certification you are seeking. If you are seeking certification in both general education (superintendent, principal, business manager, curriculum director) and special education (pupil services/SPED director), you will have two administrators with experiences from one area of certification and one administrator from the other. For participants seeking a degree as well as certification through our collaboration with Saint Mary's University of Minnesota, one member of your review committee may be a Saint Mary's professor.

**Q: How long does a committee review last?**

**A:** A committee review lasts approximately 1 to 1 ½ hours, allowing enough time for you to present documentation for several – but not all – of the 7 standards. You will meet with the review committee at least twice to review the entire portfolio. Students will present Standards 1 & 2 for the first committee review, and Standards 3, 4, 5, 6 & 7 for the second.

**Q: Where does the review committee meet?**

**A:** During the committee review, you will communicate with your committee by teleconference while each views your eFolio portfolio on their computers. You will be responsible, in general, for directing the committee members through the portfolio while responding to their questions regarding the artifacts presented.

**Q: How do I best prepare for the committee review?**

**A:**

- ✓ Carefully follow the WISCAD instructions when creating your professional portfolio.
- ✓ Think quality not quantity when creating your portfolio. The more organized and concise your portfolio, the more expedient your committee review will be.

## SAMPLE PORTFOLIOS

### To view a sample eFolio:

Type in (from any web browser) the ftp address exactly as printed below:

<http://maryjomerget.v2efolioworld.mnscu.edu>

### To view sample hard copy portfolios:

Type in (from any web browser) the ftp address exactly as printed below:

<ftp://69.179.84.58>

### When prompted type in the following information:

Username:NordaWiscad

Password:sampleportfolio

### If it does not work:

Your system may be blocking all pop-ups and or have a firewall setting that blocks ftp access. You will have to check with the IT dept. at your school/business to see if they are blocking ftp access to/from the computer.

### Q: How do I get help?

A: Mary Jo Merget is your contact for eFolios and the WiscAd server. She can be contacted at [mj@wiscad.com](mailto:mj@wiscad.com) or 877.704.6577