

Project Staffing

Project MTS Summer Institute 1999

The Institute involves a substantial cadre of professionals, including those listed below:

- Project Director: Dr. Arlen Gullickson
- Institute Coordinator: Dr. Eileen Lento
- The Instructor of Record: Dr. Stufflebeam, and his assistant, Ms. Lori Wingate
- Visiting professors: Dr. Peter Airasian, Dr. Andrew McConney, Dr. Gloria Rogers
- Center researchers: Dr. Jerry Horn, Dr. Gary Miron, Dr. Craig Russon, Dr. James Sanders, and Dr. Gary Wegenke
- Institute Evaluator: Dr. David Hartmann
- Project Secretary: Ms. Patti Negrevski
- Center-based facilitators: Ms. Sally Veeder, Assistant Director of the Center; Mrs. Mary Ramlow, Office Manager; Ms. Maxine Robb, Budget Analyst; and Ms. Christine Hummel, Receptionist

These roles are briefly described below.

Project Director

Dr. Gullickson directs project MTS and is charged with overall responsibility for the Summer Institute. He is responsible for hiring staff, assigning staff to complete work for the Institute, and approval of the Institute curriculum. In addition to these overall management activities, he assisted in preparing the working schedule and will serve as instructor for several of the Institute sessions. Should problems occur during the Institute, the "buck stops" with him.

Summer Institute Coordination

Dr. Eileen Lento will serve as the Summer Institute Coordinator. She will assist participants on both personal and instructional levels. She is the first person participants can turn to for help. She will manage the day-to-day activities of the project to ensure that

- instruction occurs as planned
- problems and issues that arise during the Institute are handled smoothly
- resources are available for participants' use so that individuals and teams get needed assistance to complete their assignments.

Project work can be divided into three primary daily working periods. Early morning (8-8:45 a.m.) is reserved for project coordination with participants. Late morning (9-12 noon) addresses the core curriculum for the Institute. Afternoon (1-4 p.m.) focuses on working activities, informal interactions with Center researchers and visiting professors, and study time. The Institute Coordinator is responsible for ensuring that all of these parts function effectively, individually, and collectively.

On weekdays (Monday-Friday) Dr. Lento will take breakfast and lunch with participants. On these workdays, the time period of 8-8:45 a.m. each day is reserved for Dr. Lento's work with participants on general project matters. For example, during this time period she will coordinate the Summer Institute evaluator's work with Institute participants. All participants are expected to attend these daily 8 a.m. sessions.

Instructor of Record

The regularly scheduled time block of 9 a.m. -12 noon will be directed by Dr. Stufflebeam. He developed the course curriculum based on the needs statements of participants. This instructional part of the Institute is constructed to meet University requirements for a three-credit course. Persons who attend the full three-week portion of the course are eligible to receive 3 semester hours of credit; those attending for two weeks may receive 2 credits. To obtain this credit a participant must notify Dr. Stufflebeam of the expectation to take the course for credit (this must be done immediately—on the first day of attendance), register and pay tuition for the course, and arrange with Dr. Stufflebeam for completing work requirements related to that credit. Ms. Wingate will work directly with Dr. Stufflebeam in these instructional matters and will be responsible for several instruction and data collection/reporting projects within the context of this instructional program.

Visiting Professors

Three professors were invited to teach at this Summer Institute. Each will provide a unique perspective and learning opportunity for students. Two of the three (Drs. Airasian and McConney) will be here for a three-day period to provide opportunity for direct instruction and ample informal exchanges.

Center Researchers

We have invited many of the Center's senior staff members to share their work with participants. In some instances, the Center researchers will present instruction during the 9-12 sessions. In others, their involvement will be through informal afternoon sessions. All Center researchers are encouraged to meet and work with Institute participants to the extent their schedules permit. Participants are encouraged to invite involvement/interaction with these researchers as they conduct their team projects.

Summer Institute Evaluator

Dr. David Hartmann, Director of the Kercher Institute for Social Research at WMU, will serve as the Institute evaluator. He will meet with participants on a regular basis to outline the objectives of the evaluation, listen to participants, gather information from and with participants, and report evaluation findings. While most interaction with Dr. Hartmann will occur during the daily 8-8:45 a.m. period, the final formal session of the Institute is reserved for Dr. Hartmann as a time to get final input from participants. The fruits of his evaluation will serve to help us maintain a strong instructional program and to provide substantive evidence to NSF of the Institute's products and productivity.

Project Secretary

Ms. Negrevski will work directly with participants in a wide array of matters. She has made most, if not all arrangements across campus for matters such as housing, meals, and access to the WMU libraries and computing services. Within the confines of the Center, she coordinates the preparation and distribution of course materials, and she assists with and makes arrangements to pay for travel, per diem, and housing costs. **See her first for assistance in any matters related to money.**

Center Based Facilitators

Christine Hummel is the Center Receptionist and the first person you will meet when you come into the Center. In addition to providing general information and assistance, you should come to her for assistance with photocopying materials.

Mary Ramlow is Office Manager and is knowledgeable regarding most aspects of the Center. Importantly for participants, she has charge of all Center computers and is keeper of the Center keys. If you have questions or problems with the computers, talk first to her. She will also provide you with keyed access to the Center on your first day at the Center and will collect those keys again before you depart on the last day. She meets you coming and going!

Sally Veeder is the Assistant Director of the Center. She has overall responsibility for operational matters in the Center. If Center-based problems occur that seem to persist, she is the person who will address and resolve them. We hope you never have to meet her for such matters. She also is the Center's best resource for persons seeking Center-developed fugitive documents (of which there are many), and she will help provide instruction on the program evaluation standards.