

July 23, 2007

## Statement of Activities, Roles and Timeline for the Development of the Master's Degree Program for School Directors at Bahir Dar University

### Introduction

This statement is based on the sections of the Dissemination Innovation Fund project proposal that deal with activities to be performed under that proposal. It also is intended to reflect and up-date the sequential timeline in that proposal. This timeline will guide the scheduling of the initiation and completion of the nine project activities listed below.

This statement includes a specification of the individual members of the core project team who will be primarily responsible for each of the activities. These activities are described in greater detail within the proposal itself. Individuals with primary responsibility for any of the nine activities will receive support, consultation and active assistance from other core team members as well as from other project participants

Core project team members include Yalew Endowoke, Mulugeta Kibret, Alice Johnson, and Ward Weldon, who is serving as Project Coordinator. The Project Coordinator will accept responsibility for assuring communication and coordination among core team members and will review major implementation decisions with all core team members.

This statement is being provided at this time to Project Officer Solomon of the Ministry of Education of Ethiopia for his information and to allow his review for consistency with Dissemination Innovation Fund procedures, as required for the release of funds. This release of funds is also described in the authorizing letter of Vice-President Yalew, dated 10 July, 2007.

It is urgently requested that the review of this statement and the subsequent release of funds to start project activities be performed promptly enough to allow the Project Coordinator to access travel funds as budgeted in the proposal. This is necessary in order to purchase airline tickets for his planned August 4th to 20<sup>th</sup>, 2007 initial visit to Bahir Dar.

The timeline shown below is based on this initial visit occurring in August. This is necessary in order to allow subsequent activities to occur in a manner which allows for the beginning of course offerings to master's degree candidates in October, 2007, as is now planned.

The activity statement, specification of primarily responsible parties and timeline shown below are shown according Contingency One, which assumes release of the funds promptly enough to allow for the Project Coordinator to visit Bahir Dar in August, 2007.

If Contingency One is not possible, the Project Coordinator will prepare a statement for Contingency Two which assumes that the timing of the release of funds may make the August visit impossible. In this case, the initial visit by the Project Coordinator will be in December, 2007, inasmuch as the Project Coordinator has instructional and related duties to the University of Illinois at that will prevent substantial foreign travel during the period from August 24<sup>th</sup> to December 7<sup>th</sup>, 2007.

The Project Coordinator wishes to thank all parties for their efforts to allow the initial visit to take place in August, 2007.

If Contingency Two is necessary, the Project Coordinator will arrange for on-going e-mail, telephone and net-meeting communications among core team members in regard to project activities. In this event, a new statement of the project timeline, reflecting a later beginning of course offerings will be prepared by the Project Coordinator.

### Contingency One Statement of Activities, Roles and Timeline

#### Activity One: Needs Assessment

Primary Responsibility: Yalew Endowoke and Mulugeta Kibret

Beginning Date: August 1, 2007

Completion Date August 21, 2007

This activity will review the perceived needs for this program in terms of the knowledge, skills and dispositions needed by school directors and teacher educators in order to be effective in the environments and contexts in which they will be working. The outcome of this activity will be a written needs assessment report that will be used to guide student selection, curriculum development and instructor preparation in the later phases of this program.

#### Activity Two: Pre-Planning and Coordination Visits

Primary Responsibility: Alice Johnson and Ward Weldon

Beginning Date July 7, 2007

Completion Date August 20, 2007

Alice Johnson has already made a pre-planning and familiarization visit to Bahir Dar University in early July, 2007. Ward Weldon is now using the information and insights gained by Alice Johnson in the preparation of this statement. Ward Weldon's August visit will extend program pre-planning to focus on curriculum development, student selection and faculty preparation, as informed by the needs assessment document mentioned in Activity One.

#### Activity Three: Curriculum Writing (as informed by Needs Assessment and reviewed

by course instructors)

Primary Responsibility: Alice Johnson and Ward Weldon  
Beginning Date August 21, 2007  
Completion Date September 20, 2007 for draft for use in the Curriculum Evaluation (Activity 4), with subsequent revision, as indicated

This activity will produce a curriculum rationale and course descriptions that will be made available for use by core team members in gaining approvals of the program by the Bahir Dar University Senate. This approval is a key ingredient in planning for the sustainability of the program after the two-year period of funding of the pilot project phase, as supported by Dissemination Innovation Fund external resources. The curriculum development process will emphasize the need for good articulation from course to course. This will be done in order to assure comprehensive coverage of identified priorities from the needs assessment.

Each course and learning activity will contribute to the achievement by candidates of the knowledge, skills and dispositions needed for their high-level performance as schools leaders and teacher educators.

“Education for All” guidelines and policy statements will be used during the curriculum development activity. This will be done to assure that school leaders participating in this program are aware of the need to serve such national and international priorities as educational access to all ethnic and cultural groups, equitable opportunities for female students, effective provision of school-to-work employment skills, and nation-wide dissemination of public health knowledge that can lead to prevention of disease.

#### Activity Four: Curriculum Evaluation

Primary Responsibility Mulugeta Kibret and Yalew Endwoke  
Beginning Date September 22, 2007  
Completion Date Evaluation statement completed by October 15, 2007, with ongoing revision based on student, instructor, and needs assessment participant feedback throughout the two-year program

The purpose of this activity is to verify and assure that the curriculum devised in Activity Three meets identified needs and is in conformity with the DIF Higher Education Blueprint document and other guidelines of the Ethiopian Ministry of Education.

#### Activity Five: Materials Acquisition

Primary Responsibility Alice Johnson  
Beginning Date August 21, 2007  
Completion Date On-going, throughout program

Books and other educational materials needed to carry out this externally-funded pilot program will be identified and secured during this activity. Alice Johnson has had past successful experience in identifying donors of essential course and supplementary materials and arranging for the availability of these materials to graduate students in Ethiopia.

#### Activity Six Student Recruitment and Selection

Primary Responsibility Mulugeta Kibert, with review of applications and entrance examinations by instructor committee and core team  
Beginning Date August 20, 2007  
Completion Date September 30, 2007

This activity requires identifying the ideal characteristics of pilot-phase master's degree candidates. Questions to be answered in planning and implementing this activity include:

What is the desirable mix of full-time and part-time students?

What arrangements can or should be made to attract students with prior experience as school leaders and teacher educators to participate in this program?

How can selection of students with high likelihood of program completion and exemplary subsequent performance as school leaders and teacher educators best be accomplished?

#### Activity Seven Course Offerings and Learning Project Supervision

Primary Responsibility Mulugeta Kibret Alice Johnson and Ward Weldon  
Beginning Date October 15, 2007  
Completion Date July 15, 2009

This activity is the central one of this pilot project. It will include the on-going development and supervision of instructors drawn from the faculty of Bahir Dar University. It will include the scheduling of intensive short-course learning experiences planned and presented by senior faculty of both Bahir Dar University and the University of Illinois at Chicago.

There will be a "train-the-trainer" function in which Bahir Dar faculty members will be prepared to carry on this program at the conclusion of the two-year pilot project.

There will be quarterly reporting of progress that will include results of interim evaluations by both students and faculty.

Guest lecturers will be drawn from the ranks of stakeholder groups that have participated in the needs assessment and subsequent program planning.

Activity Eight Reporting and Planning for Sustainability

Primary Responsibility (Quarterly Narrative and Evaluative Reporting to Funding Agency and Participating Stakeholder Groups) Ward Weldon

(Sustainability Planning and Budgeting) Yalew Endowoke

Beginning Date November 15, 2007

Completion Date July 15, 2009

This activity will provide periodic reporting of progress during the pilot project and will also plan for a smooth transition from the pilot phase (supported by external funding) and the institutionalization of the program as an on-going offering of Bahir Dar University in accordance with internal practice and resource allocation of this University.

Activity Nine Final Program Evaluation

Primary Responsibility Ward Weldon

Beginning Date June 1, 2009

Completion Date July 15, 2009

This activity provides a summary document reporting the achievements of the program in meeting the purposes identified in the proposal. The document will offer recommendations for effective continuation of the program after the end of external pilot-project funding.