

**Bahir Dar University (BDU)**  
**Minutes of the Coordinating Committee for MESC**

**Date: 11 Oct., 2007**

**Time: 11:00 A.M.**

**Venue: External Relations Office**

**Participants:**

1. Dr. Ward Weldon
2. Dr. Abiy Yigzaw
3. Ato Adane Tesera
4. Ato Temesgen Melaku

**Agenda:**

1. Formation of coordinating committee
2. Time line for performing MESC activities
3. What Dr. Weldon will do in December
4. Curriculum development for MESC
5. Curriculum and schedule of courses
6. Date of Senate approval of MESC curriculum

**Discussion and decisions**

**1. Formation of coordinating committee**

The participants agreed that the coordinating committee for Master of Education for School Directors (MESC) constitute members from the University of Illinois, Bahir Dar University and the Amhara National Regional State (ANRS) Education Bureau.

Accordingly,

from University of Illinois:

- 1) Dr. Alice Johnson Butterfield [akj@uic.edu](mailto:akj@uic.edu)
- 2) Dr. Ward Weldon [wweldon@uic.edu](mailto:wweldon@uic.edu)
- 3) Dr. Celina Sims [celinas@uic.edu](mailto:celinas@uic.edu)

from Bahir Dar University:

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|------------------------|--|
| 1) Dr. Yalew Endawoke  | yalew_em@yahoo.com   |
| 2) Dr. Abiy Yigzaw     | <a href="mailto:abiyyigzaw@yahoo.com">abiyyigzaw@yahoo.com</a> |
| 3) Ato Adane Tesera    | <a href="mailto:adanetb@yahoo.com">adanetb@yahoo.com</a>       |
| 4) Ato Temesgen Melaku | temesgen_m@yahoo.com   |

and from ANRS Education Bureau Ato Tilaye Gete have been selected as members of the coordinating committee. The e-mail addresses of the members are indicated against their names above.

## **2. Time line for performing MESC activities**

The coordinating committee is responsible for doing activities within a decided time limit. The activities are listed below:

- 1) Identifying time for announcement
- 2) Criteria for admission
- 3) Deadline for receipt of application
- 4) Time for reviewing credentials
- 5) Decision about whether or not entrance exams are required, and
- 6) Decision on other matters related to application and admission of students for MESC.

## **3. What Dr. Weldon will do in December**

Dr. Weldon explained what he had thought to do with course instructors when he returns to Bahir Dar in December. He explained that he wants to talk to each of the MESC course professors (instructors) individually for some hours. Besides, he wants to discuss various issues regarding the program with all the MESC course instructors together for 21/2 days. Furthermore, he said he wants each instructor to bring sample modules (for simulation) for role play. The participants agreed on Dr. Weldon's proposal and it is expected that necessary preparations will be made prior to his return to Bahir Dar.

## **4. Curriculum development for MESC**

Dr. Weldon briefly explained to the committee members that the MESC consists of 8 core courses and Internship. Each of the core courses has 3 credit hours. In addition to the core courses and the Internship, there are also other zero-credit courses that include:

- team building (coordination) skills)
- school-community relationships
- report writing and writing for publication
- appropriate use of budget
- special curricular emphasis such as
  - school to work employment
  - public health

- using the curriculum for further education
- helping students with special needs

Regarding the breakdown of course offer Dr. Weldon suggested that students will take 3 courses during their first semester (from January to June, 2008); 2 courses from June to September; and 3 courses from October to January, 2009. The Internship may be conducted from January to June 2009.

Students are expected to present oral report in a seminar on their observations during the Internship. They are also expected to do jobs during the Internship that relate to their final Thesis. The thesis is suggested to be 6 credits which will be valued as Excellent, Very Good, Good, and Satisfactory.

##### **5. Curriculum and schedule of courses**

The coordinating committee members who met agreed that the curriculum meet 5 standards. Thus, the courses should be designed to include the following areas:

- Curriculum
- Instruction
- School management
- External Partnerships
- Professional ethics

##### **6. Date of Senate approval of MESC curriculum**

The MESC curriculum will be presented to the Senate for approval after the coordinating committee members have agreed that it be approved by the Senate.