

**2016-2018
Executive Board**

- President
Shawna Ebbeson, M.S.
- Treasurer
Dr. Andre Elliott, Founding President
- Advisor
Dr. Marilyn Simon
- Editor/Chief of JEPSC
Dr. Jarek Janio

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To contribute content for print in the newsletter, send content by the 20th of the month to be included in the next upcoming letter to newsletter@pdkwucc.org

President's Message

Change is Afoot

This year marks a phenomenal change for our chapter. Not only is there a potential changing of the administrative guard, but we have also teamed up with Walden University's Student Affairs to bring more opportunities for you to get engaged. Through Walden's Signature Social Change Projects, we have adopted 2 new projects: (1) Plant of Change: Climate Change, and (2) Anti-bias education in the classroom. **JOIN THE DISCUSSION.** Right now you can join the email discussion to collaborate on project details. The final project will be due by September 30, 2018 and will be Showcased on Walden's website.



CLIMATE CHANGE

With our chapter's global advantage, the current administration decided the chapter project will be Planet for Change, specifically raising awareness of climate change in the classroom. [NASA](#) discusses "Vitals of the Planet" on their informational website detailing evidence of climate change. In the coming weeks, you all will have opportunities to present information on how you are raising awareness of climate change and describe evidence of its impact in your communities. For details on what and how to submit what you've done or are doing in your classrooms, visit the website at pdkwucc.org/climate-change (which is being constructed).

Nomination Committee Selection

APPOINTING NOMINATION COMMITTEE—MARCH 30TH

We will accept applications for the Nomination Committee through March 30th, at which time 3 nominees or appointed members will be selected for this part-time, temporary position.

NOMINATION COMMITTEE DUTIES

The primary duties of the nomination committee are to recruit and appoint active members into office. As members of PDKWUCC, you can expect at least three emails pertaining to open positions between now and March 30th. There will also be a column in April's Special Election newsletters introducing the 2016 candi-

2018 Nomination Committee (cont.)

Open Positions

dates as they become known, so be sure to read the upcoming newsletters. This will conclude the Nomination committee’s responsibilities.

UPDATES TO THE BY-LAWS

All members in good standing are eligible to vote and run for office. At this time, recommendations for amendments to the chapter By-Laws will be considered and openly discussed via the email-based chapter meeting in mid-April. Approved amendments, if any, will go into effect June 1, 2018.



CASTING YOUR VOTE

A poll will be distributed to members in good standing on **April 15, 2018**. Voting will close promptly at 11:59pm on **April 30, 2018** and votes tallied. The successors will be announced in mid-May and will take office on **June 1, 2018**.

Every vote counts and your opinions, experience, and interests are not only encouraged, but necessary for the viability of this chapter. Please contribute to the email discussion, take the poll sent to you, and cast your vote. It matters.

- President
- Treasurer
- Chapter Advisor
 - Walden Faculty Liaison
 - PDK International Liaison
- Journal of Educational Practice and Social change
 - Chief Editor
 - Content Editors
 - Digital Manager
- VP of Membership
- VP of Communication
- Digital Content Manager
- Peer Reviewers
- Professional Development Fair Committee

Senior Administrative Duties and Responsibilities

PRESIDENT (less than 10 hours per month):

- Serves as the official voice and representative of the Chapter
- Participate in all applicable elections and voting opportunities of both PDK International and this Chapter
- Complete and sign Statement of Review within thirty (30) days of taking office
- Presides over Chapter meeting
- Oversees all activity of the Chapter
- Prepares and submits the Leadership Report no later than June 30th of every year
- Maintains the Portfolio of Chapter documents for Officer successors
- Reviews financial reports
- Collaborates with officers to identify activities and programs that will engage officers and members and have a positive impact on education
- Identify fundraising opportunities to finance activities that support and further Chapter PDK International and Chapter purposes
- Recruit potential members to join the Chapter and PDK International
- Recruit members to fill leadership positions
- Performs such other duties as the Chapter may require.

TREASURER (less than 10 hours per month):

- Complete and sign Statement of Review within thirty (30) days of taking office
- Participate in all applicable elections and voting opportunities of both PDK International and this Chapter
- Ensures that Chapter financial transactions are timely and proper and that Chapter financial accounts are properly maintained
- Provides personal identification to the banking institution in order to conduct financial and tax responsibilities
- Ensures that Chapter financial records, insurance, and IRS requirements are properly maintained and submitted on-time
- Conduct and submit the Treasury Audit Report to the President on the 15th of every month
- Provide and present the Financial Digest Report at Chapter meetings
- Submits the Fiscal Report to the President no later than June 15th of every year
- Maintains and submits requested and required financial, tax, and related documents to the President for inclusion into the Portfolio for the officer successors
- Performs such other duties as the Chapter may require

PDKWUCC Call for Leadership Candidates 2018

Election year is upon us and several official and supporting staff positions have been created to showcase your special talents.

Can't live a day without posting to your Facebook page? Consider running for Digital Content Manager.

Have a knack for numbers and experienced preparing taxes? Consider running for Treasurer.

Do you thrive in the company of others? Consider running for VP of Membership.

To Announce your Candidacy

By **March 30th**, complete and submit the Join the Team Application on our website at <http://pdkwucc.org/join-the-team-application/>

The following are required to be added to the ballot:

Name:

Position: What position are you interested in?

Brief Bio: Here's an opportunity to tell us about you.

Qualifications: Sell yourself. What skills, competencies, and experience do you have to accomplish the duties of the position you seek ###

For the most up-to-date details on these and other opportunities, visit the website at pdkwucc.org



Meeting you
where YOU are!



Senior Admin Duties and Responsibilities (Cont.)

ADVISORS (less than 6 hrs/mo):

- Remains aware of the mission, vision, goals, and history of the chapter
- Participate in all applicable elections and voting opportunities of both PDK International and this Chapter
- Completes and signs the Statement of Review
- Attend officer meetings
- Assist with decision-making and development of the chapter
- Serve as liaisons between the Chapter and the external organization, or
- Serve as liaisons between PDK International and the Chapter officers, or
- Serve as liaisons between the Chapter Officers and Chapter members
- Performs such other duties as the Chapter may require

JEPSC CHIEF EDITOR (under 10 hrs/mo):

- Providing guidelines to authors for preparing and submitting manuscripts
- Providing a clear statement of the Journal's policies on authorship criteria
- Treating all authors with fairness, courtesy, objectivity, honesty, and transparency
- Establishing and defining policies on conflicts of interest for *all* involved in the publication process, including editors, staff (e.g., editorial and sales), authors, and reviewers
- Protecting the confidentiality of every author's work
- Establishing a system for effective and rapid peer review (see section 2.3)
- Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner

Our Scholarly Journal



The Journal of Educational Practice for Social Change (JEPSC) is a publication of [Phi Delta Kappa Walden University Cyberspace Chapter](#). The Journal provides members access to research in education affecting positive social change.

<https://www.jepsc.org/>

We are one, if not the only, chapter of Phi Delta Kappa International that has our own peer reviewed, scholarly journal. This not only sets us apart from other brick-and-mortar chapters, but provides extended professional opportunities for you, such as publishing your manuscript in the journal, presenting for the Professional Development Fair, or becoming a peer reviewer for these types of submissions.

We are in preparation for the Fall 2019 Professional Development Fair when 6 professional development webinars will be presented in one day (typically a Saturday in September or October). Proposal reviewers will be assigned a topic according to their expertise. Topics will be announced once the deadline for proposal submissions has ended. Proposal reviewers may work independently or in a team. During phase I, the team reviews the submitted proposals together and makes their recommendations according to the slots they are assigned to fill. Phase II, the teams come together and collaborate as a whole to fill the 5 available spots. During Phase II, the cohort will decide one proposal for the Student Symposium from submissions from K12 students. If no proposal is submitted for this time frame, the cohort will select a previously recorded webinar to fill the spot.

DUTIES AND RESPONSIBILITIES:

- Complete an online review of proposals for topic track(s) within the area of expertise.
- Select a designated number of proposals to recommend for inclusion in the fair
- For the majority of tracks, collaborate with a fellow peer reviewer during the recommendation process.

[Join the Team](#)

Professional Development Fair Committee

We are recruiting current members to serve on as committee members to help orchestrate and accomplish the 2018 Fall Professional Development Fair.

DUTIES

- Schedule the fair to commence on a Saturday
- Recruit professionals to present on topics relevant to PDK
- Work directly with the digital content manager to provide pertinent information for marketing and promotion
- Complete certificates of presentation to give to presenters upon completing the fair
- Other duties as needed

To apply, visit our website and submit your [Join the Team](#) Application, selecting PDF Committee from the list of positions.

Meeting you
where YOU are!



Supporting Staff Duties and Responsibilities (Cont.)

CHIEF EDITOR (Cont.)

- Being vigilant in avoiding the possibility of editors and/or referees delaying a manuscript for suspect reasons
- Establishing clear guidelines for authors regarding acceptable practices for sharing experimental materials and information, particularly those required to replicate the research, before and after publication
- Establishing a procedure for reconsidering editorial decisions (see section 2.1.9)
- Describing, implementing, and regularly reviewing policies for handling ethical issues and allegations or findings of misconduct by authors and anyone involved in the peer review process (see sections 2.1.10 and 3.0)
- Informing authors of solicited manuscripts that the submission will be evaluated according to the journal's standard procedures or outlining the decision-making process if it differs from those procedures
- Developing mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts (see section 2.1.6)
- Clearly communicating all other editorial policies and standards
- Act as a liaison between content editors, publishers, and chapter leadership

CONTENT EDITORS

- Writing blog posts and marketing copy to promote the chapter and journal
- Proofreading, re-structuring and editing submitted articles
- Updating the journal's website and social media pages with new content

DIGITAL CONTENT MANAGER

- Work directly with VP of Communications and journal editors in writing content for blog posts, newsletters, websites, and emails
- Compose, arrange and submit the monthly newsletter (MS Publisher required) to VP of Communications for distribution
- Monitor content and events from members, Walden Student Affairs, PDK Kappan, PDK Intl. website, and sister organizations for inclusion
- Recruit current members for Member Spotlight for website and newsletters
- Other duties as assigned

Increase Anti-bias Education in Your Classroom

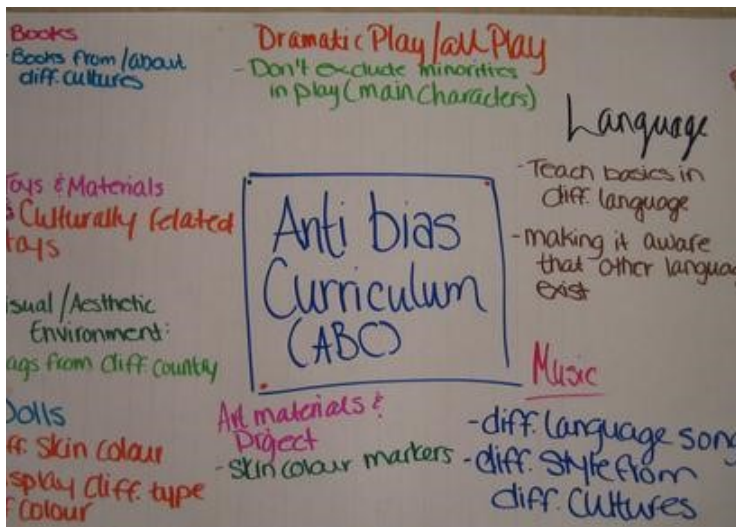
As members of PDKWUCC, we have a unique opportunity to make a global footprint in education; however, it is important that we do not lose sight of our obligation to our local communities. As part of Walden University's Signature Social Change Projects, PDKWUCC has adopted another opportunity for you to get involved in your own community, starting in your own classrooms.

OPEN DISCUSSION:

Right now, engage in an open discussion via email to share your thoughts on building this project.

ACTIVITY #1: MAKE AN ANTI-BIAS POSTER

Bring the whole class together and have them design a poster of what anti-bias education means to them. Scan or snap a photo of the poster before displaying it in the classroom.



WHERE TO SEND SUBMISSIONS

Our website is currently under construction to bring these opportunities to you. By April 1st, you will be able to click on the [ENGAGE](#) link at the top of our website where more information will become available and updated regularly.

HOW TO SUBMIT (due Sept 30, 2018)

- Download and complete the release form
- Convert your material to PDF, PNG, JPG, Mp4, Mp3, or WAV format, or
- Send a link to your material (like YouTube)
- Email release form and materials to charity.adams@mail.waldenu.edu

Junior Administrative Duties and Responsibilities

VP of MEMBERSHIP

- Increase membership and retention of members
- Work with VP of Communications and Digital Content Managers to promote and grow chapter membership
- Attend local Walden Events (such as graduations and doctoral residencies) to represent and promote the chapter
- Maintain accurate and up-to-date member records
- Send reminder/anniversary emails to respective members as necessary
- Receive and process online membership applications according to established protocols
- Submit new and continuing chapter members to digital content manager for inclusion in the newsletters

VP of COMMUNICATIONS

- Work directly with Walden Student Affairs and Chapter Advisors for events, projects, and initiatives
- Work directly with Digital Content Manager on newsletter and website content
- Maintain the website and social media
- Recruit members and non-members to submit Professional Development Fair and JECSP proposals
- Coordinate Spring and Fall Professional Development Fairs
- Coordinate with leadership to host webinars for Professional Development Fair
- Review and distribute newsletter to past and current members
- Convert front page to PNG and newsletter to PDF; publish on the website
- Maintain the newsletter area and archives on the website



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PDKWUCC

529 10th St SW, Apt 1
Cedar Rapids, IA 52404
www.pdkwucc.org
info@pdkwucc.org

Is your contact information up-to-date?

We are asking all members to send an email with your current contact information to info@pdkwucc.org.

To receive copies of our newsletters in the mail, send an email to info@pdkwucc.org

Upcoming Events

**Important Dates
4th Quarter**

- March 30th**
 - Nomination Committee members selected
 - Applications for open positions due
- April 15th**
 - Polls Open
- April 30th**
 - Polls Close
- June 1st**
 - New administration takes office

Phi Delta Kappa Walden University Cyberspace Chapter Member

PDK International's first and only cyberspace chapter

pdkwucc.org