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ERIC CLEARINGHOUSE ON EDUCATIONAL MANAGEMENT INFORMATION

Winter 1999 University of Oregon - Eugene

NEWS FLASH!

We are pleased to announce that the U. S. Department of Education has awarded a new five-year contract to operate the ERIC Clearinghouse on Educational Management at the University of Oregon through 2003.

Website Adds Content, New Features

If you've been visiting our website over the past year or so, you've seen the many enhancements and additions we've made. Dissemination of information is our mission, and the World Wide Web has now become a primary means for dispensing this information to our users. To help familiarize you with all the new areas of our website, we present here an overview of our site's information resources.

Online Directory of Organizations in Educational Management

We printed ten editions of the Directory of Organizations in Educational Management over the past twenty-five years. Now we've converted the [Directory of Organizations](#) exclusively to an electronic format that is being continually revised.

Guiding you to sources of information on policy and management of elementary and secondary schools, this online Directory includes profiles of more than 140 organizations, with more being added each week. The Directory supplies names, addresses, telephone and fax numbers, missions, subject areas, publication topics, and services, all continually updated through ongoing contact with the organizations.

Fourteen types of organizations are represented in the Directory, including research organizations, evaluation centers, OERI regional laboratories and centers, policy research centers, study councils, training institutes, and others.

Each profile includes a link to the organization's website if it has one.

Résumés of In-Process Documents

Up to six months can elapse between the time we index and abstract a

document and the date that document's résumé appears on a searchable CD-ROM or an online ERIC database search service. Now you can search between 800 and 1,100 résumés of recently processed, cutting-edge documents and journal articles before they appear in the ERIC database by visiting our [In-Process Abstracts](#) page.

Although this collection of in-process documents has been available on our website for more than a year, last summer's revamping of our website gave us the opportunity to reorganize the way we make these abstracts available online. The new, streamlined system is completely automated with new résumés added every week. We delete them once they appear on CD-ROM.

Trends and Issues

At this rapidly growing [section of the website](#), you can scan summaries and analyses of major issues, trends, and innovations in the area of educational management. For each "hot topic," you can browse among a discussion of up to 5,000 words, a 500-word summary, references, and a set of resources that include links to other sites.

Among the most popular of the fifteen issues currently available are Role of the School Leader, Educational Reform, Social and Economic Context, Educational Governance, and School Organization.

Much work has gone into expanding this area, and it is now the second most visited section after our search page. We plan to revise each trend at least semiannually as new developments occur.

Links to Other Resources

We maintain a carefully selected [list of links](#) to other organizations and resources, especially within the U.S. Department of Education. The menu consists of links to other ERIC Clearinghouses, adjunct clearinghouses, support components, ERIC database search sites, and other education sites and indexes.

There are also scores of links to publishers of journals and books in educational management.

Online Publications Catalog

You can browse or search our [catalog](#), which includes detailed information on every one of our publications. Through the catalog, searches of best-selling, most recent, and forthcoming publications are possible. ED numbers link directly to the ERIC Database record so you can read the ERIC abstracts and other information about the publications.

Our publications catalog is linked directly to our inventory and sales system for current reporting of availability and pricing. Soon you will be able to order documents online through our secure server using Visa and MasterCard.

Full-Text Availability

Electronic versions of many publications, such as *ERIC Digests*, *Research Roundups*, and several books are available free of charge to website visitors in our [text of publications](#) section. Introductions, prefaces, forewords, and sample chapters of current books can be downloaded.

Several older books have been converted into Adobe Acrobat files, which you can download or view directly in a web browser free of charge. When this newsletter went to press, ten publications had been converted. After making an out-of-print monograph, *Principals: How To Train, Recruit, Select, Induct, and Evaluate Leaders for America's Schools*, available, several hundred copies were downloaded.

Other publications, such as Value Searches and Trends and Issues papers, are also available in Acrobat format.

Acquisitions Information

In another [section of the website](#), authors of material on educational management are invited and shown how to participate in building the ERIC database. Authors of books, research reports, speeches, case studies, lesson plans, manuals, and other materials are invited to submit documents to ERIC for possible addition to the database. This Clearinghouse, of course, acquires and processes materials on educational policy, governance, management, and leadership.

There is a link to a Reproduction Release Form (available from any ERIC component or online at <http://ericfac.piccard.csc.com/submitting.html>) that the author or publisher must fill out before a document can be processed.

To submit a document on a topic in our subject area, send two legible copies along with a Reproduction Release Form to the Clearinghouse.

You Can Now Order ERIC Documents Online

Online delivery of the full text of recent ERIC documents is now available through the ERIC Document Reproduction Service (EDRS). The EDRS website, located at <http://edrs.com>, offers the chance to search the ERIC database from your desktop and quickly order the electronic documents of your choice.

About 92 percent of all abstracted ERIC documents are available via the EDRS website, which can be accessed through Netscape Navigator or Internet Explorer version 3.0 or higher. All available documents have been cleared for copyright.

Online users can choose among three document formats: paper, microfiche, and PDF (Adobe Acrobat).

Purchasing ERIC documents merely requires the use of a credit card. American Express, Discover, MasterCard, and Visa are all accepted. A deposit account can also be opened through EDRS.

If you request a document in PDF form, it will be delivered within three to five

business days. EDRS will notify you via email, at which point you can download the document and view it using the popular Adobe Acrobat Reader software.

If you request a PC (paper copy) or MF (microfiche) of a document, EDRS will ship the order via UPS Ground. You can expect to receive your order in seven to twelve business days. Rush delivery is also available. For more information, visit *FAQ's* at the EDRS website.

"Hot topics" is another easy-to-use feature of the EDRS website. You can browse or download annotated bibliographies of documents categorized by subject and developed with advice and assistance from the ERIC Clearinghouses. The documents in this section are updated quarterly in response to the demands dictated by the users.

For service information or any questions, call 1-800-443-3742, or email EDRS at: service@edrs.com.

New 'ERIC Digests' Available

Six new titles have recently been added to the *ERIC Digest* series:

119. [School Productivity](#)

120. [Teacher Morale](#)

121. [Creating a Learning Organization](#)

122. [Mistakes Educational Leaders Make](#)

123. [Implementing Looping](#)

124. [Whole-School Reform](#)

Two pages in length, *ERIC Digests* present concise information in a question-and-answer format followed by a list of references.

Although there is no charge for single copies of *Digest* titles, a postage/handling fee of \$3.00 is required to cover the Clearinghouse's expenses. This fee is waived if (1) you enclose a stamped, self-addressed envelope, or (2) you order other materials from the Clearinghouse for which there is a charge.

In addition to being available in paper copy from the Clearinghouse, the [full texts of Digests 78-124](#) are posted on the ERIC/CEM website.

Spanish Translations

We now make [Spanish translations](#) of several *ERIC Digests* available on our website.

The translating was done by the staff of the Latin American Center for Development, Education, and Culture at the Universidad de Playa Ancha, in

Valparaiso, Chile. These new *Digests* appear on our site as rapidly as the Center translates them for us.

While print copies are not available from the Clearinghouse, the Center distributes over 2,000 copies to educational sites in South America.

The following titles are retrievable from the site:

86. [Manejo de Riesgo](#)

91. [Liderazgo Para La Cultura Escolar](#)

105. [Las Estrategias de un Lider](#)

106. [Pueden los Recortes no Afectar la Viabilidad de los Programas Escolares](#)

107. [Liderazgo Etico](#)

109. [Mejora de la Escuela Mediante Información](#)

122. [Errores Que Cometen los Líderes Educativos](#)

'Go for the Goal' Helps Students Set Goals

How can teachers and administrators help students make their hopes of a bright future a reality? *Go for the Goal: The Dan O'Brien GoalSetting Program*, a new product offered through the Clearinghouse's Dan O'Brien Education Program, is a curriculum that helps students set concrete goals that will assist them in transforming their dreams into reality.

Written by Patricia and Stephen Stolp, *Go for the Goal* focuses on students from grades 3 to 6 and is inspired by Dan O'Brien's success in winning a gold medal in the 1996 Olympics. Dan credits his success to the goal-setting strategies he learned in school.

The program's philosophy rests on the idea that success begins with knowing where you want to go, and goalsetting provides a concrete path for that journey.

The curriculum features five goalsetting lesson plans that start by teaching students what goals are. Students are then guided through the process of setting short- and long-term goals in the three areas of physical fitness, academics, and citizenship/community. The focus is not on students necessarily achieving their goals, but on learning the goalsetting process so that they can use those skills throughout their lives.

The booklet is part of a packet that includes master copies of handouts and a set of goal cards and stickers.

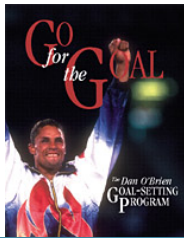
The program is designed not only to teach students goalsetting skills, but also to offer parents and other adults in the student's life an opportunity to show support for the student.

The Stolps offer teachers detailed, clearly written lesson plans that at the same time give instructors flexibility in deciding the length of the program and the activities they wish to include. Teachers can illustrate the lesson plans with several inspirational stories of people who achieved success through setting goals.

The Clearinghouse created the Dan O'Brien Education Program in 1993 as a special project to inspire young people to gain the most from their education.

Richly illustrated with photos of Dan competing in the decathlon, the curriculum packet is available for a price that covers the cost of printing. For a copy of *Go for the Goal: The Dan O'Brien GoalSetting Program*, send \$5.00 (plus \$4.00 S&H) payable to ERIC/University of Oregon, or fax a purchase order to 541-346-2334.

Go for the Goal: The Dan O'Brien Goal-Setting Program



by Patricia and Stephen Stolp. 1999

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vi + 18 pages · \$5.00. Code: EDOGFG