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ERIC CLEARINGHOUSE ON EDUCATIONAL MANAGEMENT INFORMATION

Summer 02 University of Oregon - Eugene

2002 EDITION OF ELECTRONIC LIBRARY ADDS TWENTY-FIVE NEW PUBLICATIONS

The Clearinghouse's newest CD-ROM is also redesigned for easier navigation

It's lighter than a textbook, shinier than a gleaming mirror, faster than a speeding librarian, able to leap tall orders for information in a single bound. Even mild-mannered Clark Kent might grin with delight at the possibilities contained in the 2002 edition of the ERIC Clearinghouse on Educational Management's Electronic Library. Twenty-two books and scores of other publications are a keystroke away on a single, easy-to-navigate CD-ROM.

Here is a resource for the newly elected school-board member seeking guidance on formulating controversial dress-code policies, or the longtime principal struggling to get a grip on nationwide thinking about ways to assess and reward teacher competency.

It's designed for the professor who needs to talk to future educators with sensitivity and conviction about sexual misconduct, and for the newest member of a state committee on schools. And it's for the middle-school teacher in the suburbs who sees a chance to add wisdom and perspective to ongoing discussions of how to make her own school safer.

Whether you are doing academic research or seeking the best ideas to deal with a gritty ongoing situation, you can use the ERIC/CEM Electronic Library to get on top of the mountain of information about educational management. This updated version offers a cost-effective opportunity to learn about the big issues in education today. It's the full-service climbing guide, the resource for gaining the mental altitude that lets you stand at the top of the peak and see the country around you.

Just insert the disk. It starts itself and delivers you to the home page. The Readme document tells you about system requirements and leads you to the directions for installing Java and Acrobat software, if you don't already have them.

Once ready, the user leaps to any section from a left-column menu on screen. So let's go for a fieldtrip. From the home page we head out, clicking on one section after another, beginning with opening the books file.

Books Inform Today's School Leaders

Twenty-two books are here in their entirety, along with the simple-to-install Adobe Acrobat software to read them, in case you skipped installing it earlier. These texts, proven popular and authoritative, were published by ERIC/CEM from 1989 to present. Many are short, such as W.W. Charters Jr.'s classic manual *On Understanding Variables and Hypotheses in Scientific Research* (51pp).

But you'll also find all 450 pages of *School Leadership: Handbook for Excellence* and the 591-page *Roadmap to Restructuring* by David T. Conley. Take notes from Edwin Bridges' *Managing the Incompetent Teacher* or read Lawrence O. Picus's *In Search of More Productive Schools*.

Once you install the Acrobat program, the software is automatically called up any time you choose to read one of the books. Simply click on the book's icon, maximize the page size, and the whole book is yours in a legible format. You can zip right to any section of the text, or return later and find your place quickly, with page numbers flipping past as fast as your mouse can scroll down a sidebar.

No, you can't take this e-book to bed with you, unless you snuggle up with your laptop. But unlike a paper text, you can zip over to the web to follow up on any point that stirs curiosity, or copy and paste something into another document you're putting together. Or send an item out as an email to someone you know who can use the data now.

And to make the CD even more attractive, the total purchase cost of these books alone would be over \$300.

Turn to ERIC Digests for a Quick Overview

A parent wants to know what you think about metal detectors in your school. On this and other salient issues such as zero-tolerance policies, student profiling, and student dress codes, school leaders and policymakers often need to get a timely sense of the landscape in which the issues reside so they can speak intelligently about them.

With the ERIC/CEM Electronic Library in your computer's CD drive, you needn't worry about lacking necessary information on today's hot topics. The disk's eighty-one ERIC Digests are just what you need to stay informed and up to date.

Each ERIC Digest offers a two-page synthesis, in Q and A format, with ideas drawn from authors in the field. These overviews enable you to quickly familiarize yourself with important questions and answers.

All Digests are clearly written and concise. Most recent Digests are also available in Spanish, professionally translated by a native speaker.

A sampling of the topics of Digests included in this edition: Principal Mentoring, Student Truancy, School Vouchers, Student Dress Codes, School Size, Teacher Morale, Ethical Leadership, Home Schooling, Poverty and Learning, Integrative Education.

All Digests include a list of resources to consult for additional information. Many of the references come with links that let you jump to the full text of the source materials on the web.

Research Roundups Provide Timely Summaries

Another source of the best current thinking on vital topics in educational management are Research Roundups, written specifically for principals of elementary and middle schools. Clearinghouse information analysts write Research Roundups for publication by the National Association of Elementary School Principals.

ERIC/CEM develops four such reports each year. How do these differ from ERIC Digests? Research Roundups look at what authors of five key resources have to say on the same topic, summarizing central ideas from each publication.

Click on a topic such as Principal Mentoring, School Size, Grade Span, or Commercialism in Schools. You open a four-page publication that you can read on screen or print for reading later.

As with ERIC Digests, links in the bibliographic citations connect you to the full text of the sources whenever possible.

Policy Reports Let You Examine Policy Issues and Options

If you are a school-board member, state legislator, or policy analyst, you'll glean much useful information from the Electronic Library's two Policy Reports, one on Business Partnerships with Schools and the other on Class Size.

Policy Reports give voice to a wide range of viewpoints and sometimes conflicting policy recommendations. The scope is broad, embracing policy issues at the school, district, state, and national levels.

Each report has an extensive bibliography with links to resources available on this CD or, via hot links, on the web. In addition, each Policy Report has a separate list of website resources to let you further explore the topic.

Search Your Own Collection of ERIC Abstracts on Educational Management

Since January 1994, the ERIC Clearinghouse on Educational Management has indexed and written abstracts of more than 15,000 journal articles and documents (research reports, books, papers, and so forth). These abstracts, on topics related to the leadership and administration of K-12 schools, are loaded

on the CD for your ease in searching for information specific to educational management. (The CD includes a few abstracts contributed to the ERIC database by the other fifteen clearinghouses in the national ERIC network because they are cited in the CD's publications.)

You could, if you so chose, browse through these thousands of abstracts, checking out titles one by one. The real value comes when, using the CD's stand-alone search application, you type in keywords to search for what you want and snag out of this deep pool the treasures you can use to make your case.

By initiating a search you find that the database provides a vast library of abstracts, from publications all over the globe. Search to call up a list that fits your criteria, then zero in on articles you want to read in full. Many of those filed here are also accessed by links from other sections of the CD.

When you open the Search option, you start on the journey to harvesting from this vast database. Using the usual sort of keywords, call up lists of relevant abstracts and go right to them.

Light as it is to heft, the ERIC/CEM Electronic Library is a collection of years of ongoing synthesis of the most difficult and controversial questions in the field. What an advantage to speak to your colleagues with the authority only current, reliable information can provide.

The CD is available now from the Clearinghouse in both Windows and Macintosh formats for \$59.00 plus \$4.00 shipping and handling.

The CD's 22 Book Titles

The New Standards and Accountability
In Search of More Productive Schools
Safe School Design
Measuring Leadership
Student Motivation
The Complete Toolkit for Building High-Performance Work Teams
Leading with Vision
Roadmap to Restructuring
School Leadership: Handbook for Excellence
Learning Experiences in School Renewal
Implementing Problem-Based Learning in Leadership Development
Transforming School Culture
Children at the Center
Planning for Effective Staff Development
At Risk Families and Schools
Graying Teachers
On Understanding Variables & Hypotheses in Scientific Research
Problem-Based Learning for Administrators
Principals
Managing The Incompetent Teacher
Working Together
Voices from the Classroom

Electronic Library

- 22 books published since 1989
- 81 ERIC Digests published between December 1992 and May 2002
- 19 Research Roundups, the Winter 1996-97 issue through the Summer 2002 issue
- 2 Policy Reports on Class Size and Business Partnerships with Schools
- Abstracts of all journal articles and documents entered into the ERIC database by ERIC/CEM from January 1994 through March 2002 (topics covered include administration, leadership, policy, law, and organization)

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