Introductions

State of the University:
- Licensure Programs - Elementary – 1-6, Middle- 5-8, High-9-12
- Elementary program has been redesigned and approved by SELPB December 2015

Travel and Supplementary Consultation and Support for Cooperating Teacher and Placement School:
- $300 stipend for university supervisors tied to site visits and supplementary consultation and support for cooperating teachers - More information regarding travel will be sent to M. Jeffery within the week

Communication with Candidates:
- Benedictine email is required for communication
- 48 hour response time is required and will be communicated to students.
- No texting to communicate any information regarding the observation experience.
- Copy appropriate staff – J. Cecchi for general questions regarding preclinical placement/school, M. Jeffery for concerns/problems with preclinicals and J. Writer for concerns/problems with student teaching.
- Need to keep language positive, use questioning as a way to help them to critically think about their performance.

Grading and Feedback:
- Grades will no longer be tied to specific class (reading, math, etc.). It will be tied to levels. As we transition out of the old program there may be a couple of candidates taking the reading and math preclinical.
- When evaluating candidates we are looking for growth as they go through each preclinical.
- Any concerns again send email to M. Jeffery for preclinicals and J. Writer for student teaching.
- If concerns arise regarding Disposition of student please contact Mary Jeffery for preclinicals and Jan Writer for student teaching
- Feedback – reasonable time – 1 week maximum,

Other Comments and/or Concerns:
- Seminars – all supervisors are welcome to come but it is not mandatory. Meetings/seminars to be posted on the Education Department website.
- M. Jackson requested feedback on the Education Department webpage.
• Performance action - general idea on performance, send to M. Jackson, M. Jeffery and J. Writer
• PC I – still trying to figure out language and what to do.
• Seminars will be tied into their schedule next semester
  o Candidates will register for a specific time slot that coordinates with their preclinical level
  o Major school breaks will be accounted for in the preclinical schedule each semester
  o Candidates will be submitting a “School Calendar” assignment early in the semester so the supervisor has the calendar and knows the non-student dates.
• In an emergency and the university supervisor cannot go to a school, faculty from SOE will fill in if necessary