

## Minutes from the 9/4/07 Clinical Experiences Subcommittee Meeting

3:10 pm – Library Conf. Room

In attendance: Kathy Clesson, Diane Walker, Ryan Brown, Brian Conant, Vickie Graziano, Katie Orrego, Bill Ducett

### Old Business:

- Video library - The video library needs updating. A counter will be put on current videos to track how often they are used. A popup note will also be attached to our videos, announcing that we will be archiving and updating our library and to contact us if there are specific videos users would like to remain active. The letter Diane drafted will be revised and sent across campus.
- Leaders/Conferencing Workshop – scheduled for 9/11 – 2:30-5:00 for all non-tenured faculty and interested faculty. Jeff will be asked to send another round of announcements encouraged tenured faculty to attend as well.
- 214 video status – Katie has some tapes ready –wonders if they need subtitles since they are in Spanish. Vicki plans to video soon. Math had just finished their literacy lessons –could maybe recreate for taping.

### New Business

- Membership verification – Diane will followup with members who did not respond to Kathy's initial email regarding interest to serve. Jim Kurz will attend meetings when agenda is tech related.
- Meeting Schedule – The committee will meet the first week of the month, at 3:10, alternating Wednesdays and Thursdays.
- Goals established for 07-08 – The committee reviewed the goals articulated in the Pioneer Plan for Action:
  - Revise Clinical Experience evaluation forms (TSAF and Summative Evaluation)
  - Develop and implement staff training in facilitation and conferencing skills
  - Develop a comprehensive list of student and staff expectations for the clinical experience (Articulated in new Field Experience Guide)
  - 216 Feedback policy review/dissemination plan- reviewed
  - 216 Field Experience Guide Handbook – A review/dissemination plan was discussed. Essential pages will be distributed to dept. chairs at dept. chair meeting. Dept. chairs will distribute to dept. members. Bob Fitzgerald will be asked to present a summary of essential information from the guide at the October faculty meeting.
  - TSAF review- Tom Holbrook will work with Brian Conant and Mike Sondgeroth to review and revise this form.
- The schedule for the Secondary Ed. Conclaves was reviewed. Members were assigned specific conclaves to attend. Representatives from U-High departments will also be encouraged to attend conclaves for their discipline. It was noted that Communication was not included in conclave schedule. Kathy will notify Barb Meyer.
- Sept 11 In-service – Logistics were discussed for the in-service.

The next meeting will be Thursday, October 4<sup>th</sup> at 3:10 in the Library Conf. Room

Submitted by

Diane Walker