College of Education
Clinical Associates Meeting
Minutes

March 11, 2008 – 3:30- 5:00
March 13, 2008 – 4:00-5:30

Attendees March 11th: Melissa Bazemore, Carole Counts, Virginia Everett, Marlynn Griffin, Joyce Jamerson, Terri Johnson, Beth Kight, Lynn Mock, Christie Page, Betty Nelson, Pat Parsons, Gilda Rackley, Ginny Smith, Glenn Smith, Julie Vaughn, and Cindy Ware

Attendees March 13th: Missy Bennett, Tara Britt, Cindy Diefenbach, Jincy Fordham, Marlynn Griffin, Shannon Heard, Elaine Lewis, Elizabeth Moxley, Nancy Moseley, Betty Nelson, Pat Parsons, Cindy Pugliano, Marti Schriver, Nora Quill, and Sylvia Tremble

Field Experience – Brief discussion on Spring 2008 Field Placements and the number of placements for each program.

PPB/Area F - Marlynn Griffin gave a brief update on PPB. For spring semester, it will be required for all PPB evaluations to be done on TaskStream. Currently they are working the bugs out of the TaskStream system. This system will be used campus wide.

Christie Page asked, “If a PPB placement drops who should notify whom?” The Clinical Associate should notify the PPB Graduate Assistant or Marlynn, which PPB placement has not shown for the field experience. They will then follow up with the PPB student and let the Clinical Associate know what the student’s status is in PPB.

If there are, any issues on professionalism or any problems with PPB placements feel free to speak with Marlynn Griffin.

Special Education Update - Betty Nelson gave the group a brief update on needs and concerns of the Special Education Program. Clinical Associates were informed that the program would be flexible in placements as long as the student can meet the course requirements.

Criminal Background Check - Criminal background check system will be in place Fall 2008 for PPB placements. Criminal background checks will be put in place for spring 2009 student teachers. Criminal background checks will be done twice during a student’s program of study. The criminal background check report will be reviewed each semester by staff in the Office of Undergraduate Teacher Education and Student Success Center. If no criminal history is found, the results will be documented and available for verification when field placements are requested. If the criminal background check
results in a criminal history, this information will be documented and given to the Director of Field Experiences and Partnerships. The Director will notify the student of a questionable criminal background check. The student will be informed that the information will be shared with any school system which is asked to host a field experience for them. The decision to accept the student for the field placement will be at the sole discretion of the school system.

**Field Experiences** - Pat Parsons reviewed the Policies and Procedures for Field Experiences, Internship and Clinical Experience Initial Teacher Preparation.

Betty Nelson suggested clarification on the section of the policy when school personnel request that candidates be removed from the school. Marti Schriver suggested adding performance and professionalism, as reasons for removal from the school.

**Clinical Associate Program** - Pat Parsons shared information on the Clinical Associate Program. Two areas that will be focused on this year are the Clinical Associate payment and evaluations. A brief discussion followed concerning a new model on how to structure Clinical Associate payment.

Evaluations: Clinical Associates will review and make suggestions for changes or additions to the evaluation document.

**Program Breakout Meetings** - Clinical Associates met with program faculty for the remainder of the meeting.

Meeting Adjourned