In attendance: Meredith Hutchens, Brenda Call, Brenda Nix, Judy Williams, Esther Ford, Lilith Gunn, and Charlotte Bradshaw.

January student teacher training was the main item of discussion at this staff meeting. A tentative agenda was handed out and discussed. There will be two rotating sessions: Lesson Plan Creator (Lilith and Elsie) and Digital Cameras and Scanners (Brenda Call). Two issues that need to be addressed are (1) should their lesson plan be turned in at the end of the training session or later and (2) how many rooms will be needed for this session. There will be approximately 100 student teachers each day.

Portfolios were then discussed. We need to move toward web-based portfolios this semester. In order to accomplish this, we will assist 2003 Spring student teachers by:

Having portfolios follow the NCATE site model. There will be no “pass-throughs” that are not created in a html document (FrontPage, Netscape Composer, etc.). At the January training seminar, student teachers will scan and link to the affidavit, release form, and a digital photo. They will create their Table of Contents and their Demographics Page.

We will begin the process of having under-graduate candidates create their original artifacts in FrontPage.

We need to check and double-check folder creation, identify potential problems and ensure that pages can be accessed anywhere. We need to explore the use of private folders and determine who can access student teacher folders.

Navigation instructions will be created after the December 10 staff meeting.

Release forms need to be modified. This will be done at the December 10 meeting.
We need to determine the XP issues on December 10.

Training materials will be available for student teachers/others. Judy will look at our page and other sources and prepare the information.

Electronic communication will be emphasized in the Spring semester. Email addresses need to be ready for student teachers. Eric will handle this.

Components of the on-line training will be Lesson Plan Creator, Tracks and Interactive activities.

Students will need to burn three CDs: one for the professor, one for KATE, and one for them.