

UCA Middle Level Education
Spring 2019 Advisory Board Meeting
March 11, 2019
Minutes

Present:

Naomi Sexson, teacher	Courtway Middle School	Conway
Melissa West, teacher	Greenbrier Middle School	Greenbrier
Beth Tyler, teacher	Stuart Middle School	Conway
Brandy Milburn, teacher	Stuart Middle School	Conway
Violeta Camarillo, teacher	Stuart Middle School	Conway
Steve Ward, program coordinator	UCA	Conway

1. Communicating Expectations to Mentor Teachers

Representative teachers felt strongly that internship I and II expectations should be more clearly communicated to mentor teachers.

Suggestion: create a video to explain the expectations and assignments for each internship. Require that the intern and mentor watch the video together as a way to open communication between them about expectations and assignments.

- Video should be 5 minutes or less.
- Include guided questions to prompt conversation between mentor and intern about expectations. Some suggestions include:
 - What time do I need to arrive at the classroom?
 - What is the professional dress expectation?
 - When do I take care of any personal tasks during the school day, like a personal phone call?
 - What content do I need to study in anticipation of teaching?
 - When do I make copies?

Teachers felt this should be an assignment. Intern could report the answers to questions through a Google Form as a record of the communicated expectations.

Another suggestion is an interview of the mentor teacher by the intern. The purpose is to promote conversation:

- Do you have duty? If so, when and where? For how long? What are the expectations?
- What time do you arrive? What time should I arrive? What time do you leave? What time should I leave?
- Am I allowed to leave campus during the day?
- What are your expectations for students? For me?
- When do you plan?
- What do I need to know about the culture of each class period?
- Who are the students in these classes? What do I need to know about them? (profile)

2. Internship II Placements

Several teachers felt that if a ML intern will be certified in math or language arts, that intern should be placed in math or language arts for Internship II vs. science or social studies.

3. Video Ant Assignment in Internship II

Mentor teacher should see video and have a discussion of strengths and improvements visible in video during edit phase or alongside university supervisor.

4. Video Consent Form for Video Ant Assignment in Internship II

The document needs improvement. It's not clear about the use of the video.

5. UDL (Universal Design for Learning)

Mentor teacher liked the inclusion of UDL in the UCA lesson plan. However, the UDL is not a common framework for mentors, so training in UDL for mentors would be helpful.

6. Recalibration for Mentor Teachers

Recalibrating mentor teachers to the Danielson/TESS domains and components would be helpful, like back when Pathwise was in use.

7. Lesson Analysis

Keep this document. All Greenbrier teachers are required to submit answers to similar questions in writing prior to administrator observed lesson (once per year), as well as discuss answers with administrator (for first 3 years).

8. Guidance and Behavior Plan Assignment in Internship II

Mentor teacher wanted to know what happened to the guidance and behavior plan assignment that was previously included in Internship II. They felt this assignment should be included as classroom management is a weakness among interns and an assignment would prompt attention to c. mgmt., provide opportunity for feedback, and prompt growth.