



Clinical Practice & Credentialing Department Meeting Minutes

Date: August 31, 2021

Time: 9:00am – 10:00am

Required Attendees:

- Jaime Pelegrin – *Placement Lead & edTPA Coordinator, Committee Coordinator-TBD*
- Dr. Kristy Pruitt – *Dean, California School of Education*
- Dr. Tamara Andersen – *Assistant Program Director and Director of Clinical Practice*
- James Bailey – *Accountability & Compliance Officer*
- Gail Sullivan – *Lead Credential Analyst*
- Erika Albarran – *Credential Analyst*
- Susan Hollenkamp – *Credential Analyst, Committee Secretary*

Optional Attendees:

- Catherine Bolton – *Academic Program Coordinator*
- Vanesa Rodriguez-*Executive Assistant/Program Coordinator*
- Tatiana Rivadeneyra-*Teacher Education, Program Director*
- James Bailey – *Accountability & Compliance Officer*

Commented [SH1]: Please confirm optional attendees vs. required

I. Welcome

- a. Introductions (New hires-Susan and Vanesa)
- b. New Roles:
 - i. Committee Coordinator for future is TBD, Jaime current
 - ii. Committee Secretary-Susan

II. Review/Approve Meeting Minutes from 8.31.2021

- a. Approved By:
- b. Seconded By:

III. Department Updates

- a. Dean
 - i. Program Growth-Many new hires throughout CSOE and additional faculty and Assistant Dean, maybe CP for Teacher Ed and PPS side
 - ii. Preparing for Blue Cohort visit, submitting in March 2022



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- iii. Submit for ES Arizona, Sep 2022, TOESL, SEI (Teacher ed, equiv to Cali EOD)
- iv. Policy Changes for Intern track coming and need to come together on Student Teacher changes to support CP and Credentialing for document deadlines (consistent with no deadline modifications unless academic exceptions)
- v. Planned Education Symposium, September 2022
- vi. Update with Study.com for supporting candidates with test prep, more updates next meeting
- vii. Bilingual Authorization approved by CTC (9 units, 3 courses, 3 units each). Future meeting with Credentialing Team for review of program requirements.

b. Clinical Practice Department

- i. Teacher Ed, new faculty member, Tanya MacMartin
- ii. Developing Partnerships and [CP resource page](#) for candidates to learn about different strategies/resources/support
- iii. Link provided during meeting:
<https://alliant.instructure.com/courses/15015>
- iv. Education Puzzle created for candidates going through orientation to keep them engaged
- v. CP I having trouble getting into the classroom:
 - 1. Districts not accepting additional people
 - 2. Meeting with course instructors to pursue alternative avenues
- vi. CP III/IV only 2 without placement, forced to withdraw
- vii. EdTPA trained by outside consultant with info uploaded to CP page
- viii. CP Office Hours
 - 1. General CP hours rotating with EdTPA hours
 - 2. First CP hours last week went well and CAs expected on each call for question support



- c. Credentialing Department
 - i. Growth of 2 CAs (Susan and TBD) and Records Assessor (Jodi)
 - ii. Policy Changes expected to help with the flow
 - iii. Bill AB130 shifted BSR/SMC process
 - iv. PPS/Arizona Growth
- a. Academic Program Coordinator
 - a. Schedule Changes/Future Schedules for 2022, large program growth
 - b. Training Vanesa who will support as Executive Assistant to Dean Pruitt and Program Coordinator for CSOE and Law School (smaller program)
 - c. SharePoint Question/Comments: Files are not currently centralized entirely, should be future repository for final documents (i.e., final syllabus sent to Catherine for uploads)
- b. Accountability & Compliance
 - a. Working on school Districts in Arizona, 2 in process, 2 gaining info for MOU agreement
 - b. Potential separate list for Arizona, but current list contains enough data
 - c. Preparing a Policy for submittal for MOU requests for new Districts
 - i. Will be asking for feedback from team, 4-8 weeks for MOU, then 4-8 weeks for placement
 - d. Separate meeting required to discuss next steps for students/Districts who wait to submit documents
 - i. Need new policy and deadlines (for CA official support)
 - ii. MOU form-potential add for students to fill out date/term they will start
 - e. Discussion on students GPA and gaining clearance for CP
 - f. Policy change to exclude all private schools from MOU, will honor current MOUs until they expire



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IV. State Updates

- a. California
 - i. CA-AB130 changes BSR/SMC requirements
 - ii. Still waiting for CTC on additional clarification for coursework evaluation for SMC requirement
- b. Arizona

V. Case-By-Case Issues

VI. Discussion – Comments/Feedback/Concerns

- a. High percentage of Student Teachers transitioning to Interns should require program change first, then re-entry/readmission and new clearance items for new program
 - i. Need new program enrollment verification before supporting students for the new program
 - ii. PLP course takes students through CP handbook, orientation, Alliant tech (canvas, etc.)

VII. End of meeting: 10:00 am

VIII. Next Meeting

- a. Tuesday, September 14th (recurring meeting) @9:00 am