



**Clinical Convening:
Collaborative Processing and Planning Time**

**Day 1
The Site Coordinator Role**

Logistics	1. Find your university team. If you have a small group, you can decide to join another university group. a. San Marcos and San Diego b. DLE - i. Apoyo coach. 12 candidates and a class ii. Coach (Site Coordinator) for each program: 1. MS F2F 2. MS Online 3. SS iii. DLE and San Marcos can collaborate over seminar ideas 2. Assign a timekeeper to ensure your team talks through each section. 3. Assign a notes taker to document your conversations and next steps.
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Share Out

What are three key learnings from your day?

- Governance
 - SDSU - meet with CEO founder of the charter school on 11 July
 - San Marcos - Schedule meeting with principal
- The role of the site coordinator
 - Starting to prioritize
- Partnerships/mentor trainings
 - Appreciate that US PREP is asking everyone to do better
 - Incentives to appreciate mentor teachers
 - Power of the certificate to appreciate mentor teachers
 - Digital badges
- Data collection
 - Gathering and what we do with it
- Seminar - San Marcos
- Curriculum - SDSU. Value in teaching candidates to evaluate curriculum (from last week)
 - Excited to go into the school and collaborate feedback with leaders to learn more about the school.
 - Co-scoring and norming
 - Intentional feedback

What essential questions do you have?

What are you most excited about?

- SDSU - feel lucky to be able to work with the charter organization (DLE). Excited to have the meeting before the school year begins
- SDSU - guide teacher training. All together or by cohort
 - Start with cohorts and scale as more districts become interested

What are you potentially apprehensive about?

	What skills and experience do you feel have most prepared you for the Site Coordinator role?
Processing	What are the implications for our current program? - Consider: - Is this a big shift in practice? - What might connect to practices or systems that already exist in your university? Who from our university needs to know what essential information?
Closing and Next Steps	Given your unique contexts, what are your next steps as a Site Coordinator (team)? - Schedule governance meetings - Schedule mentor teacher trainings - MS - SDSU - week of 12 September - SDSU - can we start the mentor teacher selection process the semester before - Co-teaching training What questions might you have for your RTS or Clinical Coach? Or what support might you want? - SDSU - develop agenda for 11 July - Competency rubric. Revisit and clean up - Supervision model - SDSU - address seminar and the course - SDSU - consistency with timing and coursework - SDSU - interested in subbing model - San Marcos and SDSU - crucial conversations with guide teachers and shifting mindsets

Day 2

The POP Cycle: Pre-Conference and Observation

High-leverage topics explored during today's sessions:

Student Achievement Chart · Pre-Work Documents (i.e. Knowledge of Standards) · Pre-conference rehearsal · Observation + Data

Share Out

What are three key learnings from your day?

- Foundational session. Many questions because of uncertainty
 - Think about (as a team). What is a plan for coaching the supervisors who will be part of the cohort?
 - STE pilot is ready but we need to come up with a plan for training
- When piloting a few cohorts, what gets put out to everyone?
- 3 department chairs committed to scaling POP cycle across departments

What essential questions do you have?

- Do we need a supervisor job description or expectations?
 - This is something wanted by DLE and SS
 - DLE - want to calibrate as a team
 - DLE - question about contract and monthly supervisor meetings
 - Need to training to be able to do the job
 - Incorporated into trainings = data dialogues
 - Follow-up about restarting DLE meetings

What are you most excited about?

- SDSU - supervisor meeting including all departments and break-outs
 - There is not funding for the meeting
 - It is part of the job expectation
 - It is recorded for later viewing

	Looking at Knowledge of Standards Change pre-conference forms to the “knowledge of” documents Align TPEs within the documents Semester 1 • Knowledge of Self • Knowledge of students Semester 2 • Knowledge of standards • Knowledge of Curriculum What are you potentially apprehensive about? What skills and experience do you feel have most prepared you for the Site Coordinator role?
Processing	What are the implications for our current program? • Consider: - Is this a big shift in practice? - What might connect to practices or systems that already exist in your university? Who from our university needs to know what essential information?
Closing and Next Steps	Given your unique contexts, what are your next steps as a Site Coordinator (team)? Activity in July (need more time): POP Cycle packet that is candidate facing - design before candidates begin in the fall

Job Description

Leave the convening with the tools we want supervisors to use

Plan

Timeline

Initial training

Action item: DLE Competency form

Gentle crosswalk of TPEs to knowledge documents

Opportunity to talk to all method instructors to expose to new documents

- Exposure to method teachers

Knowledge of self pre-work documents. Align with TPEs

- When it is set up by Nina, need to be able to submit without completing every question
 - Look at forms and decide what responses are necessary
 - What TPEs are addressed that need evidence

Idea - supervisor training. Have supervisors complete TC focused forms (bias, etc).

What questions might you have for your RTS or Clinical Coach? Or what support might you want?

Day 3

The POP Cycle: Post-Conference and Nuts and Bolts

High-leverage topics explored during today's sessions:

Evidence-Based Reflection · Student Achievement Chart · Model and Practice · Organizing the POP Cycle Process

Share Out

What are three key learnings from your day?

Collective statement from the 3 departments on who is leading work (what is the work)?

Letter/statement to share with students.

DLE - new terminology. Need time to review all materials

-need additional training. This will take place in July/August

Develop a long template - Data hub - organization for the templates

-Pre-conference protocol for SDSU (maybe 1-pager)

- Supervisors are more successful once the structure is built. Trainings during the year support building capacity.

What essential questions do you have?

POP - area of reinforcement and refinement. Ways to use this language to take next steps with supervisors.

We (convening attendees) have seen a bigger picture. What do we want to start with first - coaching them?

Site coordinator role as a supervising/coaching role.

Is there an orientation?

- Yes - it is 2 hours and Laura Craig is the facilitator
 - POP Cycle 1st - follow that story during the year and collect data
 - Longer on-ramp for co-teaching

	Would like a POP Cycle schedule. The work needs to move forward - who decided these things? -Whatever is decided should be presented in an STE meeting. Unified letter from all of the chairs. DLE and SPED need a foundation around supervisor training. DLE - needs Nina to build data in Qualtrix - also need to schedule time for supervisors to calibrate What are you most excited about? The SAC chart What are you potentially apprehensive about? What skills and experience do you feel have most prepared you for the Site Coordinator role?
Processing	What are the implications for our current program? - Consider: - Is this a big shift in practice? - What might connect to practices or systems that already exist in your university? Who from our university needs to know what essential information?
Closing and Next Steps	Given your unique contexts, what are your next steps as a Site Coordinator (team)? What questions might you have for your RTS or Clinical Coach? Or what support might you want?

Day 4

The Site Coordinator Role

Share Out

What are three key learnings from your day?

Need to find ways to support the seminar. Need school leadership buy-in.

- Now that coursework is in person, need to be mindful

Cohorts have different schedules:

1. Coursework Wednesday nights only
2. Coursework Monday - Thursday

What essential questions do you have?

Topics for July meeting:

- In April (Houston Learning Tour), we starting brainstorming ideas
- By the time we finish in July, I need:
 - A clear progression for the roll-out for supervisor training
 - When are we focusing on co-teaching?
 - Knowledge of standards and SAC for semester 1
 - Create a POP packet
 - Site coordinators as supervisor coaches
 - Common data hub for accountability (Canvas) - who will be checking this?
 - Item, due date, place for document link
 - Job description for supervisors for pilot sites and regular sites
 - Supervisors do not know assignments until the week before school begins
 - How to hold candidates accountable for not meeting deadlines
 - Supervisors should not hesitate to put TCs on growth plan

	What are you most excited about? - Mentor teacher training - Supervisor training - Seminar - Knowledge of documents - POP packet What are you potentially apprehensive about? What skills and experience do you feel have most prepared you for the Site Coordinator role?
Processing	What are the implications for our current program? • Consider: - Is this a big shift in practice? - What might connect to practices or systems that already exist in your university? Who from our university needs to know what essential information?
Closing and Next Steps	Given your unique contexts, what are your next steps as a Site Coordinator (team)? What questions might you have for your RTS or Clinical Coach? Or what support might you want?