LiveText training tomorrow (Tuesday Dec. 3rd) in CEB 211 at 2:30 with Simon Lei & Conrad. Everyone is welcome to attend.

The Agenda for Thursday (11:30 to 1:00)

Approve minutes

1. Set dates for end of semester and next semester LiveText Faculty trainings.

2. Set up structure for LiveText student trainings

3. Assign one "LiveText Expert" for training in each Department. This person will be responsible for organizing Departmental issues and trainings regarding LiveText implementation and reporting data.
   a. Educational Leadership: Patti Chance
   b. Educational Psychology: Simon Lei
   c. Special Education:
   d. Curriculum & Instruction
   e. Counselor Education
   f. Sports Education Leadership:

4. Review Student Teaching Exit Survey Results.

5. Establish NCATE Assessments, rubrics, and reporting schedule for Spring Semester.

6. Review COE NCATE Website, Dean's Letter to students regarding LiveText purchase, NCATE syllabi, LiveText statement for syllabi.

7. Make sure your Department faculty are ready for the require use of LiveText next Semester. What should you do to help them prepare?