Members in attendance:
- Larry Ashley – CED
- Jane Kier, Neal Strudler, Liz Spalding – C&I
- Kyle Higgins, - ESP
- Genie Burkett - MUS

Ex-Officio members in attendance: Esther K. Kassouf, Darrilyn Shroeder – CCSD; Ahn – COE Advising; Hoffman – COE OFE; Sileo

1. Student liability / insurance when in field placements:
   a. After speaking to General Counsel’s Office it was discovered that UNLV does not carry insurance on students that are placed at schools. There were a few options discussed, the student can purchase insurance on their own, or the School District or State can purchase insurance for the students being placed and the University would reimburse them. The general consensus of COFE is that all members should contact Professional Organizations and other Universities to find out what if any type of liability insurance/protection they have in place.

2. Finger printing update:
   a. CCSD is holding fingerprinting for the summer session the month of March, fall dates have not been confirmed.
   b. In was brought up in the meeting that if fingerprinting was done in March for both summer and fall it would create a problem for elementary students that are required to print for both practicum and student teaching.
   c. Esther from CCSD will check and confirm the fall fingerprint time frame.

3. LiveText / Evaluation form:
   a. Evaluation form will be changed to the scale of 0-3 points EFFECTIVE spring 2010
   b. LiveText discussion centered around starting in the spring semester each cooperating teacher and supervisor will have their own live text account.
   c. Dr. Sileo is working with Esther at CCSD to make this happen.

4. Proposal for proactive advising:
   a. The general consensus of COFE was that the proposal for proactive advising would be good.
   b. It was decided that Joyce would check with Dr. Gelfer regarding the proposal and that the members of COFE would take the proposal back to their departments for approval.

5. Other issues…
a. That all decisions should be **BOLDED** in the minutes.
b. Future COFE meeting dates fall 2009 / spring 2010. Switch in time for future meetings from 10-11 to 11-12 with TEC immediately preceding COFE from 10-11:
   • 10/13, 11-12 pm
   • 11/10, 11-12 pm
   • 12/8, 11-12 pm
   • 2/9, 11-12 pm
   • 3/9, 11-12 pm
   • 4/13, 11-12 pm