



**Office of Clinical Practices & School Partnerships**  
University of Kentucky  
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University Supervisors' Meeting  
8/16/2023 11:00 a.m.-1:00 p.m.  
109 Dickey Hall

*Please help yourself to food as we get the meeting underway!*

11:00 **Welcome, Purpose, and Expectations-** Margaret Mohr-Schroeder  
11:10 **Introduction of Field Experiences staff and new field supervisors**  
11:15 **US Orientation materials-** Bill Forker

Requirements for new field supervisors

- Create an EPSB account and be granted KFETS access
  - Complete the co-teaching training- part A & B
  - Motor Vehicle Record (MVR) Release form
  - Complete initial CPAST training – will be emailed
  - Fayette Co. Schools background check process & reimbursement [Contractor Approval Process](#)

All Supervisors

- Complete CPAST refresher training – will be emailed and in the notes
- Monitor day tracking in KFETS- 420 “hours” required to pass student teaching
  - <https://wd.kyepsb.net/Epsb.WebApps/Login/Login.aspx>
  - Now in KECS (left side!) --> KFETS new interface
  - Challenge with hours transitioned
  - Requirements for cooperating/supervising teachers to sign off on the hours
- Sign CT payment vouchers in EPSB system
  - Now in KECS (left side!)
- Observation Forms in Qualtrics
- Enter ST performance evaluation data (CPAST) into data collection system
  - Qualtrics Form
- Complete perception evaluation data at end of semester
  - Will be done via AirTable.
- Submit mileage reimbursement requests MONTHLY
  - Work with your Department on this as needed and use the account number on the handout
- Professional Seminar date- 11/10/2023- afternoon this year
- Website for resource materials
- Substitute Teaching for field hours and student teaching

Preparing for the upcoming AAQEP Site visit

- Program Faculty Chairs and Supervisors Meeting- AAQEP Preparation 9/5/2023 3:30-4:30 pm

12:00 **Ideas for upcoming US meeting topics?**

12:15 **Questions**

We have the room until 1:00 for those who want to collaborate or socialize over lunch.