

ACT Meeting Minutes  
April 11, 2018

**Participants:** Carolyn Nelson, **Shubha Kashinath**, **Marianna Wolff**, Linda Smetana, Recia McCormick, Tom Wiley, Dania Massey, Kelly Moore, Jack Davis, Greg Jennings, Margaret Harris, Peg Winkelman, Madonna Pornobi, Patricia Irvin, Shira Lubliner, Eric Engdahl

**1. Update on Accreditation Logistics for CTC Team (Patricia)**

- Parking is being taken care of by June and Madonna
- Lodging and meals are taken care of by Patricia and Margaret Z.
- Gift Bags are taken care of by June and Margaret

**2. Update on Accreditation Logistics for Interviewees (Patricia)**

- Rooming is being handled by Julie
- Signage is being handled by Madonna
- Runners will be discussed in next staff meeting (Tuesday, April 17<sup>th</sup>)

**3. Interviews (Shira)**

- Coordinators need to send Interview list updates to Tom or update it themselves in the Master's List
- Coordinators need to emphasize that WE are being evaluated NOT the interviewees.
- Coordinators need to inform students to wear business casual for the interview
- Shira will send question and attach Mission/Vision/Values.
- Shubha will do stage 1 with Dean Rountree before Monday. Dean Nelson will continue the talk with Dean Rountree on Monday.
- Peg/June will send invites to the Superintendents for Sunday, April 29<sup>th</sup> for a meetup with Dean Nelson.

**4. Updates on Website, documents (Tom)**

- Tom is updating old syllabi and other documents. So far things are good.

**5. Up-date on Coordinator Pre-visit Interviews**

**6. Other**

- Shira will speak to Teri and Jake about Interview boundaries.
- Shira will talk about procedures with Teri Clark.
- Chairs will pick up name tags in registration
- Reviewers have to count each interviewee so we need the most accurate Interviewee list.