

ACT Meeting Minutes
02-08-2016

Participants: Thomas Wiley, Shira Lubliner, Hugo Diaz, Peg Winkelman, James Zarrillo, Margaret Harris, Recia McCormick, Greg Jennings, Patricia Irvine, Linda Smetana, Margaret Harris, **Shubha Kashinath**

Follow up to the Unit Improvement Objectives

-need a couple things

2016-2017 UIO

-try to ensure every person in the field are observed and supported however many times you think they should be observed

Need some items to add to the exit survey – how often observed/supervised

-email to Thomas, cc Jim – example – Mult Sub – How many times did your university supervisor visit your classroom with choices 1-3, 4-6, 7-9, 10 or more

Not every program calls this person a supervisor, might be a coach, use your program specific language

Second objective – increase the diversity of the entering class

-we gather data on ethnicity and gender, but if you want to increase any other dimension of diversity, you have to tell us what that is – could be age, disability, fluency, etc.

Create menu of 5 items – what you can do as a program to increase diversity of your program. Pick 3 of the 5.

Two things to worry about – need your item that is going to appear on the exit survey – how often your candidates are observed and need to know if you need to gather data on anything other than ethnicity and gender

Eric wants to collect data on if candidates are signing on contracts and in what counties/schools/districts

Unofficial degree audit – slp in the handbook

GPA – make use? Indicate when candidates are doing poorly in classes – when tracking candidate progress

A reasonable question a site visitor might ask – how do you know when someone isn't doing well?

If you look at specific grades in certain assessments, some students may barely pass the assessments but have excellent grades – this can be something we look into and create policy to address this.

Another faculty member suggested we schedule time for faculty to talk about candidates that they are concerned about. During the summer before candidates have the opportunity to be placed as interns, we need to look at their performance – think about how this can be formalized.

Blackboard will work well for early warning when we switch to semesters, but not so great with quarters.

Also request that candidate bring their official transcript

EDD – student had ability to get As, but failed others, he was disqualified – becomes problematic – how to rectify? This could be personality clashes – can be difficult to address if grievance arises.

For recommendation of credentials, where is the credential office showing?

We haven't put anything in about courses

For table 4-2a - Put note that this is something other than solely course grades

#4 Agenda internal survey 1 year out

Program completer survey – ask have they gotten an advanced degree

Do we have any additional questions – were you an intern during your program, would you recommend being an intern?

Did you attend community college before entering the program?

If you have additional questions that you want to add to the Career Survey – AKA the One year out and beyond

Come up with report on this data by end of year

#5 Teri Clark and Jake Shuler – coming May 10th, come with any questions you may have about site visit

#6 Establishment of the 2018 CTC Committee

Logistics – Julie for rooming etc. (hotel, parking, food, etc.)

IT – Hugo and Tom etc. (websites and documents, internet)

Interview coordination team (invite those for interviews, make sure you confirm and remind these graduates(within two years out), Master teachers, supervisors, district personnel, etc. - invite more than you need because some will not show up)

Because we are in session for the visit – they are going to want to visit classes – make sure every program has at least something scheduled on that Monday (April 30th, 2018)

If you have candidates further away – you can do a zoom meeting – can use some, but it's best to have them here on campus.

This is a 4 day visit – typically the last night, they want to write. Sunday would be interviewing, Tuesday probably writing

Start jotting down questions that we have for our consultants for when they come on May 10th 2017.

#7 part 2 – Program improvement plans – need to be filled out by end of May

-Can use previous year's data if you don't have current year data – find your area of weakness

#8 Program abbreviations and acronyms – standardize acronyms – consistent in what we call things for accreditation – Cal State East Bay vs CSU East Bay - use a consistent title – Educational Leadership

#8 part 2 – new business –

EDLD

Fieldwork 1 activities is end of the year 3 way evaluation – assessed by Program Coordinator