

ACT Meeting Minutes

02-14-2018

Participants: Patricia Irvine, Peg Winkelman, Margaret Harris, Dania Massey, Kelly Moore, Recia McCormick, Jim Zarrillo, Denise Flemings, Tom Wiley, Madonna Pornobi, Shira Lubliner, Linda Smetana, Greg Jennings, **Marianna Wolff, Shubha Kashinath**

1. Interview Invitations: send out Friday

- Last day to send invites to Tom is tomorrow 2/15
- We can add more people any time
- One more reminder will be sent in Mid-April

2. Getting people to campus for Interviews

- Coordinators need to start calling invitees if they don't respond
- Schedule them for zoom if they can't physically come
- Making last minute phone calls is LAST RESORT

3. Updates on Common standards and Website (Jim)

- Common standards will go tomorrow 2/15
- Website will go to February 26th. Documents can still be added after the date but it has to be dated
SHARE website to faculty at Faculty Meetings

4. Updates on Advisory Board Meetings (must take place before visit)

- Advisory Meeting Minutes must be sent to Tom

5. Interviews of Coordinators 1-2 weeks prior to visit

- Shira will give the names and numbers of program coordinators to the CTC team.
- Debrief Shira after the interview for the questions that were asked so that it may be addressed later. Gather evidence.
- Margaret & Ardella will be interviewed together.
- Shira will set up the time and interview so send the times that are convenient for you (program coordinators). Expect to hear from the CTC team in a few weeks.

6. Reviewing Program Assessment Documents

- Look at the language and concerns
- Candidates need to confirm the promise you said that would be taught.
- Make sure candidates know the term and lingo. For example: "Content literacy modules"

7. Interview Questions

- New things in the works can be disclosed. You can say what you did, what you're doing, and what you will do.

- Examples (unit level): According to the exit survey, we were lacking in special education. We hired more people with expertise in special education.
- Every program should think about an example.
- When reviewed by CTC. Be Truthful. DON'T coach students. If students ask questions, feel free to answer them. Just make sure they know the mission statement.
- Jim will email the Mission/Vision