

## ACT Meeting

January 2016

1. New accreditation website (Tom Soo Hoo)
  - a. Corrections to faculty list for each program
2. Signature Assessments
  - a. Discuss at department meetings
  - b. Explain need for range of scores in order to complete Program Improvement documents and Biennial Reports
  - c. Calibration of scores
  - d. Report on signature assessments at the next ACT meeting (Feb. 10)
3. Program Improvement Cycle: Summary of Achievement (**Year 3**)

Examine and compare new assessment data (same assessments administered in Year 1)

  - a. Close the loop: Evaluate whether objectives were met
  - b. Explain why objectives were or were not met
  - c. Write a **Summary of Achievement**
  - d. Template and sample document (Reading) attached
4. Update on 6999 Inclusion Course (Winter, 2016)
5. Meeting with District Personnel
  - a. Comments on semester programs
  - b. Discussion regarding program impact data
6. Completer Survey
  - a. Any changes?
  - b. Personal notes from coordinators
  - c. Send to Tom Wiley by January 31 or generic note will be used
7. Biennial Report
  - a. Identify report writer by next ACT meeting (Feb. 10)
  - b. Data available on new accreditation website
  - c. Stipend for Biennial Report writer
  - d. Writers required to attend orientation in early May, demonstrating how to use the new accreditation website and CTC Biennial Report template
8. New Business