

ACT Meeting Minutes

01/10/18

Participants: Jim Zarrillo, Shira Lubliner, Thomas Wiley, Madonna Pornobi, Patricia Irvine, Greg Jennings, Carolyn Nelson, Recia McCormick, Margaret Harris, Peg Winkelman, Denise Flemming, DaniaMassey, Kelly Moore, Eric Engdahl, **Shubha Kashinath**

1. CTC Exit Survey results.

- talk about the results. Post evidence and send to Tom
- Results are searchable so it's possible to compare with other CSU's.
- We'll discuss about this again in the next month or two.
- Denise: What if the problem is us? We need to use zoom technology for interviews, student focus groups, hallway signs to encourage students to speak up
- Shira: Student focus groups have been discussed a year before. TED is organizing focus group for Winter/ Spring 2018. EDLD and others can get scheduled too if they wish.

2. Getting documents from programs

- Addendum and website won't be reviewed by team, but it will get feedback from Jake and Terry.

3. Advisory Board Meetings (must take place before visit)

- Jim: There's a gap in data for common standard responses. We're missing some 16-17 Advisory Meeting Minutes.
- Tom and Jim will discuss data gap to see if the minutes are in the system. If they're not in the system, then, Jim will send request emails.
- Eric has minutes for the reading advisory meeting along with credentials.
- Shubha updated SLP success with advisory meeting.
- Shubha will send email about wording, and key ways of talking.
- Jim: Problems with advisory meetings. Sometimes only 2-3 people show up or not enough constituency representatives show up. completers, employers, etc.
- Peg: There's other ways of getting people to talk to one another besides advisory meeting such as Leadership Institute for her program.

4. Interview Invitations

- So far we have about 9 RSVPs for the 100+ invites
- Formal invitations will be done late February and reminders in April.
- Each program need to cover all the categories from now to February. We need as many as we can get it.
- Peg just needs to know the set schedule so she can arrange coach meetings.
- Greg Jennings would like Tuesday as an option because students will be doing fieldwork on Mondays.

5. Send additional people to invite to Tom

6. Updates on Common standards and website

- Jim: Overall we are doing good for the standards and website.
- Jim will email if there's anything missing or the contents in the websites need to be changed.

7. Mission and Vision

- Unit cohesion is important so it's important for us to discuss with faculty what our mission and vision is.
- Share and distribute Mission/ vision email or handout.

8. Interview Schedule will be developed this month

- Shira: Make sure we know whose class we are interviewing, where, and who's the instructor.
- TED needs to include concord. Concord and Pleasanton will most likely be zoomed.
- Denise will send link to students in Pleasanton for Monday night.

9. CTC Team (any conflicts?)

- Go over the review team members if there's any conflict of interest.
- Since no one is assigned to SLP as of now, most likely SLP will be done with SPED.