

ACT Meeting Minutes
3/18/17

Participants: Hugo Diaz, Recia McCormick, Thomas Wiley, Eric Engdahl, Margaret Harris, Kelly Moore, Dania Massey, Ann Halvorsen, Ardella Dailey, James Zarrillo, Shira Lubliner

Subcommittees

Logistics team – Patricia – housing (Margaret Zieger), transportation, parking, food, room decisions – Accreditation assistant will also help with this team

Airport and hotel booking – first choice is crown plaza in Union City.

IT – Tom, Hugo, Accreditation Assistant – responsibility will be to make sure the IT needs are met – website is in good shape – immediate access to all documents for specific programs – might need to go to the hotel to make sure connectivity is good for all access to website and docs etc. Make sure they have all documents they need – hard copy and electronic

In May, year out visit – they will look at the website, ask for changes, documents, etc. Probably want to know about the hotel and will tell us specific things they need

Interview Coordination Team – Shira wants to meet with coordinators to set up interview schedule. Start process of lining up who will be interviewed in Spring. Coordinators will draft list and send the letter to get candidates/graduates to come interview.

In terms of current candidate interviews – make sure every program has a session going on that Monday which will save everyone time. Put in motion now.

Best time to interview university supervisors – Monday during the day. Master Teachers – Sunday afternoon or Monday afternoon. Tuesday is probably out. Consultants will help us understand what we need.

CTC meeting May 10th 2017

Program Improvement Plan

Please set up a meeting with Tom if you need help going over data to fill out the program improvement plan – Tom will help you go over your data.

Unit Improvement Objectives

Common Standards – continuous improvement model

Two objectives we are working on

– be sure all supervisors actually observe candidates in the field. We are going to add this item. Default item uses university supervisors with standard response bands. Program coordinators need to let us

know what words they want to use in the survey (supervisor, coach, etc. – observe, meet with, etc. – field placement) change phrasing to your liking.

We need to get more data on this because the CTC survey had few responses and our Exit Survey has not asked this before.

- Increase diversity of our candidates – unless you tell us otherwise, the only data we gather on incoming candidates is ethnicity and gender. Shira suggests language (fluency in language other than English).

If you want to increase the diversity of your candidates along some other metric, you need to submit your request to Jim and Thomas.

Do we need to submit any other documents to the CTC – program assessment summaries – if these change then we can update on the website

Signature Assessments

Advisory Meetings

One group we need more of is our own graduates for the advisory board meetings in addition to district partners/administrators, K-12, stakeholders

Hugo – Zoom meeting – can use zoom to hold advisory board meetings. There is \$500 available for each program to hold their meeting. Make sure you submit agenda and roster of who attended listing each person with professional title etc.

You can also record advisory board meeting – can have in archives if you want to see. Visitors will just want to see evidence that we did it.

Get people that attend your meetings to also come in for interviews if possible.

Syllabi

Make sure faculty address any changes or comments made in the program assessment documents by changing syllabi

Absolutely without a doubt, CTC visitors are going to look at the problems first (issues brought up in feedback to the PA documents)

Year out visit – May 10th CTC consultants will be here – if you have any particular questions, we have to develop a list of questions for our consultants.

Skip April ACT meeting – but will hold May meeting.

If you can't be here, then appoint someone to represent you who will agree to cover for you.

12-2pm May 10th