ACT Meeting Minutes
03-14-2018

Participants: Jim Zarrillo, Shira Lubliner, Madonna Pornobi, Margaret Harris, Peg Winkelman, **Shubha Kashinath, Marianna Wolff,** Linda Smetana, Tom Wiley, Eric Engdahl, Greg Jennings, Recia McCormick, Dania Massey, Kelly Moore, Ardella Dailey

1. Accreditation Data System

- Shira will ask for an extension. Hopefully finish in the end of May
- Program coordinators will get an email from Tom with the questions
- Before sending email, Tom can show how to download and extract the data

2. Unit Summary of Implementation

- Jim will send an email about what we've done so far this year (increasing diversity, monitoring supervisors)

3. Update on Accreditation Logistics

- Wiill be discussed next month

4. Interviews

- Reminders will be sent when Shira gets more people confirmation
- Tom will make a list for HR, Distict, etc. for responses so that coordinators don't contact the same people. Jim will send email for the district personnel.
- Coordinators need to start making phone calls and delegating "favorite" instructor/supervisor to make phone calls to candidates/completers

5. Finalized Interview Schedule

- Peg, Margaret, Ardella will talk after meeting to finalize Interview schedule with Shira
- Jim will send an email to June for Dean Nelson and Provost Inch meeting
- Shubha will get in touch with CLASS Dean Roundtree

6. Update on Website, documents

- Eric will send new spring syllabi if the syllabi changes to Tom
- We're still collecting advisory board meetings so please send to Tom

7. Interview of Coordinators 1-2 weeks prior to visit

- Program coordinators need to send their phone numbers to Shira
- Program coordinators need their people's phone numbers
- Program coordinators need to send email to Shira on who's going to be in the interviews (together/separate)

8. Other

- Tom will have the data map for Dean Nelson to show

Accreditation Meeting Notes
03-14-2018

accreditation data system

- are we looking for gender diversity? What about getting more male teachers?
- Eric disclosed that the Kellog grant is a way to increase male minority teachers next fall.

Interviews

- Greg needs to aim for 10 for both program
- Name tags need to say when they completed, what year, what program

Finalized Interview Schedule

- Everyone needs to be here by 2:00pm on Sunday. No faculty on Sunday, only coordinators. It'd be nice if faculty who contacted students are present though
- Some programs had problems with getting principals because they don't usually involve principals, so they want an alternative for that slop. District personnel?

Pre-visit

- Remember to explain the structure of the programs for Pre-Visit Interview. Explain how the program is structured. What delivery model and how does that differ from others?
- Interviewers need to know what to ask for the visit
- Greg + Janet/Jack for PPS
- SPED- Linda
- SLP- Shubha
- Reading- Eric will email

Others

- Greg will need to explain he's in the middle of hiring someone
- Every time you see Accreditation-Stat Update, we need everyone at that time. We need you Monday @ 10am and 6pm. Tuesday @ 10 am and 1 pm.
- Be sure instructors are aware that they need to leave when we do class interview.
- Shubha will make sure people are escorted because of the music building design