

ACT Meeting Minutes
5-10-17

Participants: Patricia Irvine, Recia McCormick, Margaret Harris, James Zarrillo, Madonna Pornobi, Thomas Wiley, **Marianna Wolff, Shubha Kashinath**, Ann Halvorsen, Dania Massey, Diane Murkejee, Kelly Moore, Greg Jennings, Angela Tang, Shira Lubliner

There will be 10 members coming for the CTC visit. Terri and Jake included.

Program Review -> Program Assessments
Preconditions: what does the law say?

What team members are looking for:
How are programs operating in **2017**?

What candidates will be asked:

- Tell me how the program worked for you?
- Was faculty available for you?
- Do you understand the requirements?

CTC will not delve deep into the interviews. They will be asking basic questions and looking for consistency with the candidates' answer. For instance, they'll look at why some candidates were visited only 2 times while some were visited 21 times.

All faculty member will be interviewed once. It's possible for faculty members to be interviewed twice. They most likely won't be interviewed more than that.
The team will keep track how many were interviewed. They will not keep track of names.

2 month out pre-visit:

Check out the site. They won't rent out conference rooms. They just need to inspect it.
The main focus of the visit is to finalize the logistics of the schedule.
Will need addendum, program summaries, and to set up in clusters.

Site Visit Schedule:

Sunday- CTC will be on campus 2-6 pm probably.

Monday- Possible to interview 5:30pm, 6:30pm, 7:30pm. Will have dinner. It's helpful if there's courses in the evening

Tuesday: go back to hotel around 3-4pm.

Wednesday: Finish up.

After site visit:

Team members will make decisions and recommendations.

Programs will be clumped together i.e. multiple subject, single subject & Reading. They'll figure out what to do with SLP later. Shubha is working with Shira on it.

Jake & Terri would like to set up monthly meetings by phone and they can participate via zoom. They can also answer any questions before the visit.

Everything needs to be on the website. All updated.
Faculty/student evaluation – confidential

Dean-What are the qualities you're looking for volunteers?

Terry- Work well with others, capable of forgetting their own programs, can travel, friendly

Recia- Can Credential Analysts go for visits?

Terri- Yes. We've had Credential Analysts go on visits.

Peg: What about coaches/supervisors?

Terri- They need letter of support. Any member who wants to join.

Next Meeting October 11th