

ACT Meeting
Minutes 11/9/16

Participants: Madonna Pornobi, Thomas Wiley, Dania Massey, Eric Engdahl, Patricia Irvine, Diane Mukerjee, Hugo Diaz, Peg Winkelman, James Zarrillo, Ann Halvorser, Margaret Harris, Greg Jennings, Linda Smetana, Shira Lubliner

Introduction

Calibration

The emphasis on calibration should be for supervisors. We need to look for consistency in grading scores. Danya has gathered data for supervisors. In multi-sing 9 out of 34 strayed away from the mean. Supervisors need to adjust scoring.

All programs need to communicate with supervisors. How many times were you supported by your supervisor? Instead of saying supervisor, Peg suggested we use coach/university supervisor wording. The question needs to be added in the exit survey.

UAO

CTC Response calls for a plan. All programs need to have a 1-page plan to increase diversity. If needed, faculty can talk to Dean Nelson about the Unit. It was agreed that diversity in the programs are overall good. Shira brought up that linguistic diversity is what we don't have. We need more bilingual candidates. Tom will be able to get data if the question "do you speak another language?" is already on the survey. If not, it needs to be added.

Improve Unit objectives. Items that are low ranked, look into them. Programs need more items about cooperation. Jim will email about UAO's. Everybody needs to work on collecting data. We will remain in a 3-year cycle to identify, implement, and process data.

Backwards Plan/CTC Visit

Backwards will expand. We need more communication. Send emails to Jim, Patricia, and Shira about visitation preps. We will need to reserve the union for event.

Start preparing for interviews. Identify candidates. Start making a list of students who are graduating. We will need 10, but get 15 just in case some drop out.

Think about classes the review team's going to visit. Historically, the visits occur on Mondays. What classes do you want held on Monday? What classes do you not want held? There won't be visits in the Pleasanton site, but there will be visits for the Concord Site. If you don't have classes on Mondays, host a special seminar. If candidates are not available on Monday, ask if they can come on Sunday afternoon.

Dean Nelson will send an email to faculty to save the date for the visit. Don't take a vacation April 29-May 2. Especially on Sunday and Monday, faculty needs to be accessible.

CTC Review Team will also look for revisions in syllabi. Make sure you revised and updated the syllabi. For instance, the template module must be used for single-subject methods classes. Make sure the module is being used and candidates know that module is being used.

Advisory Board Meetings

Everybody needs to have an Advisory Board Meeting. The Dean has given everyone a budget of \$500 for food and refreshments. If possible, have meetings more than once. More people need to be involved such as graduates, field supervisor, district, principals, and so on. People suggested to use Zoom to have more participation in meetings. Peg's group has already used Zoom for some of her District meetings.

Department of Education

Programs will have to be ranked. Ranking might be determined with points for the following items: Student Learning Outcomes, survey of candidates, and employment outcome. Speculations were said about how DOE will define the system. What will the state do? What will the university do?

Next ACT Meeting:

Hugo will demonstrate how to use Zoom for conferences.