ACT Meeting Minutes
11/30/16

Participants: Shira Lubliner, Madonna Pornobi, Margaret Harris, Peg Winkelman, Eric Engdahl, Thomas Wiley, Carolyn Nelson, Recia McCormick, Patricia Irvine, Diane Mukerjee, Angela Tang, Hugo Diaz

Introduction

Zoom
Hugo gave a briefing on how to use Zoom for meetings. Hugo used Zoom to include Dania to ACT Meeting. Use chat if possible since conversations can overlap.

ACT Improvement Cycle
Year 1: Faculty needs to be aware of the data. They need to create an improvement plan using the template.
Year 2: Summarize implementation efforts.
Year 3: Did you achieve?
Some have pointed out that some of their data for year 1 won't be ready until June. If the data is available in June, do submit it to Tom and Shira. Programs can choose what year they want to do. If they need aggregate data, ask Tom.

Unit Improvement Plan
UAO 1: There's a high level of variability with candidate visits. It can range from 22 times to 5 times. We need a way to track the visits from programs to become more consistent. Chairs commented that they're already tracking number of visits.

UAO2: Everyone needs to have a diversity plan by March 1ˢᵗ. Faculty needs more resources available to recruit with diversity in mind. The cost is also an issue. Costs will be discussed with the dean. Greg, Angela, and Ann believe diversity should be broader and include disability, transgender, and so on. More will be discussed in January.

Declassification
Patricia will make the declassifications smaller. You can include them in the handbook. There will be no handbook template. Anything you want the students to know, say it in the handbook. If a handbook was already issued to students, alert the students that there is a new handbook available. Students need to be aware. In order for student to actually read the handbook, create an interactive activity for students involving handbooks, i.e. scavenger hunt. Handbooks need to be turned in by Feb 15ᵗʰ. Send the handbook as a word doc so Patricia can edit it.

Reminders for faculty
The first thing CTC will look for are changes. If your program promised new things, it is critical that you actually do it. The changes should be in the syllabi. The CTC will probably interview the current graduates so make sure they are aware of any changes.
Talk to your faculty and discuss the UAO's. Talk about data and the changes for the year.