

ACT Meeting Minutes
11-8-17

Participants: Madonna Pornobi, **Elena Dukhovny**, Shira Lubliner, Thomas Wiley, Kelly Moore, Jim Zarrillo, Eric Engdahl, Ardella Dailey, Patricia Irvine, Dania Massey, Greg Jennings, Recia McCormick

1. Exit Survey

- Share the results with faculty. Tie the results to mission statement.
- Look at program specific results to help move the needle

2. Documents Need

- a. Shira will send Interview template.
- b. Program Summary deadline extended to end of November.
 - Patricia will send template again in email.
 - Summaries will be submitted to Patricia for editing.
 - Patricia will send the program summaries to Tom.
 - Tom will upload the summaries separate from program assessments.
- c. Jim still needs advisory council documents for 2016-2017.
- d. Jim sent the program candidate diversity plans yesterday. He received a few, but he can send again.

3. Interview Invitations

- Tentative date set to December 1st
- email addresses need to be submitted before then.
- Eric and Peg will help with the wording of the invitation.
- Cc Tom and Madonna for the email lists

4. Accreditation Website

- Tom can start uploading again on Thursday.

5. Common Standards Report

- Jim still needs more info on fieldwork. Standards will be linked up.

6. New Business

- TED faculty is looking forward to new standards. Faculty may be confused because they'll be asked about old standards. New Supervisors will be trained in January for the new standards. They'll be confused as well. Solution: have a meeting before and provide a cheat sheet or some sort.