ACT Meeting
Wednesday, October 11, 2017 (12-1pm)
Minutes

Participants: Jim Zarrillo, Madonna Pornobi, Margaret Harris, **Marianna Wolff**, Linda Smetana, Eric Engdahl, Kelly Moore, Denise Fleming, Peg Winkelman, Patricia Irvine, Greg Jennings, Shira Lubliner, Thomas Wiley, Ardella Dailey

1. Interviewee List
Send List of interviewees to Shira by **November 1st**. CTC Phone call is not yet scheduled, but it will most likely happen before Thanksgiving.
b. -Don't forget to inform instructors that they have to leave when their class is being interviewed. Off-site classes will be using zoom for the interview. We need to have someone stationed there so that there are no technological hiccups. Off-site interview's will most likely be on Sunday.

2. Schedule Interviews
a. 45 Minutes interview and 15-minute break. Sunday will likely start at 3pm.
b. **TALK** to **FACULTY** about being **available** for the interviews.
c. Sample Interview email on Agenda.
d. Mail chimp - No demo from Tom. Tom suggested an internal program he can use to send out emails. Department Chairs can send out the email to Tom and he can send the emails out. EDLD would like to send their own because districts might block Tom. Peg will CC Tom.

3. Program Summary
-ACT will use Program Summary for their report. They don't know your program so make sure you are descriptive.
-Please use the Program Instruction hand out as a checklist for your program summary.
-Please Title: Program design, Course of study, Assessment of candidate competence
-2-3 pages single spaced (concise)
-Please indicate location (offline, off-site, on campus)
-Don't mention Semester conversion

4. Addendum
-Peg will turn in other documents along with addendum because different cycle.
- If there are no change, just put no changes.

5. Review Program Improvement Plans
Most should have turned in their PIPs already. If not, please turn them in. We can't fall behind.

6. Begin to address PIP Year 2
- Please look back at your PIPs because next year you have to look at data.
-PIP is part of a unit.
-PIP can be used for CAPR

7. Exit Survey will be reported Next Month

8. UAO
a. UAO

b. Completer Survey (Supervisors)Different programs will have different phrasing. "connected" can be changed if the term doesn't fit. Notify Supervisors of the data. We need to have some process of monitoring.

c. Candidate Diversity Recruitment Plan

- For program level, choose at least three: <u>Admission Advisement Sessions</u>, <u>Case Management</u> (let Jim know)<u>, External funding</u>, <u>Involvement of diverse Program completers</u> (via web or session), <u>Outreach in selected communities</u>

-Data will come out on blackboard

- 6 programs wanted to add 2nd language.

- Linguistic diversity as a goal.

d. Green Cohort -Email Jim if you have any question about the green cohort.

-Greg needs more support. How to get the word out?

-(Standard 5) Impact We keep feature stories. Peg will give more stories since she has plenty. Tom, Jim, Madonna will keep track and put the list up.

-Shira would like to review CTC expectations with each department. Please give a date so she can attend your meetings.