

ACT Meeting Minutes  
10/5/16

**Participation:** Eric Engdahl, Ardella Dailey, Ann Halvorsen, Margaret Harris, Patricia Irvine, Shira Lubliner, Dania Massey, Recia McCormick, Kelly Moore, Diane Mukerjee, Madonna Pornobi, Linda Smetana, Thomas Wiley, **Marianna Wolff**, James Zarrillo

Introduction

**Exit Survey**

The response rate for all programs in our unit is 75%.

How to locate data: Go to CSUEB site > CEAS > More > CTC Accreditation > The Unit > Unit Level Data

**New Program Unit Cycle**

Summary Achievements are turned in to Tom.

The focus for the New Program Unit Cycle is Field Experience.

**Employment Survey**

Additional questions that can be asked are where do they work, what capacity, and did they continue school? Employment survey is due October 15<sup>th</sup>.

**Faculty involvement in schools**

The preconditions have been changed. They're not just limited to methods, but all.

Tom and Madonna will work on creating the Faculty Participation Survey via Survey Monkey.

Patricia will send out the Faculty Participation Survey to the Department Chairs to distribute.

Shira suggested to the survey during dept. meetings or program meetings to ensure that it gets done.

**Visitation of department meeting**

EPYS, DEL, and TED will be meeting with Shira today.

Mariana Gray still needs to schedule for SPL.

**Preparation for accreditation Visit**

-Signature Assessments.

Keep sending the signatures to Tom.

-Identification of candidates/ graduates for accreditation visit interviews.

Think of happy candidates to choose from. If you have multiple cohorts, think of candidates you can pull out. Consider who your candidates will be, so a year from now there'd be a list to call.

-Implementation of changes made to Program Assessment Documents.

All have been approved except for DEL. DEL is still working on it.

Shira will send the Content Literacy Module for instructors teaching methods classes. Methods Classes will need reiterate "content literacy module" so that students will say that they do know about the module.

**CTC Documents**

Unit level Assessment needs to adopt new outcomes. The first set was created in 2010. It also needs to be revised since we are no longer with CAEP. CTC accepted new common standard. There will be 8 UAOs for all the programs. We need to focus on 3-5 objectives. Which UAO is strong?

Due March 31<sup>st</sup>, 2017:

-Response to our CTC common Standard. There are 5 CTC Standards.

-Program website and handbook has to be perfect. Patricia will send Handbook templates to include declassification policy.

Patricia will send the Appeal Process letters to APGS0 TwB6.