

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 1<sup>st</sup>**. 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** absend 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.

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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: Admission Advisement Sessions, Case Management (let Jim know), External funding, Involvement of diverse Program completers (via web or session), Outreach in selected communities

-Data will come out on blackboard

- 6 programs wanted to add 2<sup>nd</sup> 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. P