

Minutes ACT Meeting
1/11/17

Participants: Thomas Wiley, James Zarrillo, Ann Halvorsen, Recia McCormick, Hugo Diaz, Kelly Moore, Ardella Dailey, Margaret Harris, Greg Jennings, Shira Lubliner, **Shubha Kashinath**

Improvement needs to be data based – need to have a baseline.

Example Teacher Ed – supervisor reliability – Dania prepared work where they evaluated supervisors, followed up with training, and toward the end they do the same kind of assessment.

Simply identify the data – based objectives then filling out the template – start thinking about this as a program, what your faculty want to focus on

Item 2

Two documents being worked on – Common Standards and Preconditions documents

-entail collecting a tremendous amount of data

Jim writing the common standards

Shira and Patricia writing the preconditions

There will be many requests for data for these documents from each department

CTC is looking for complete information to how we admit, track progress, and recommend candidates

Item 3 UAOs

Unit Improvement Objectives (2016-2017)

We will see where CTC goes (only data we had is from them) – CTC has a huge issue with how many are responding (very low response rates to their surveys) but we have pretty good response rates to our surveys.

CTC and the CTQ are both facing the same challenge – getting response rates from graduates are two years out

Second objective

-the problem we need to avoid, (we don't have the capacity to do a lot more) so we're going to develop and implement a plan to increase diversity – primarily takes into account what we already do

We currently get ethnicity data on applications, but each program if they want to go beyond and ask more detailed questions (language, gender, disability, etc.) and all will be optional.

Jim has written the Candidate Diversity Recruitment Plan (see handout)

2 levels

-Utions

The ideal program level objective would be something that relates to some bit of knowledge, or process that they are supposed to be able to do, and the data shows an outlier which needs improvement. In the past programs have been good at doing this. There is usually something that is graded lowest that could use improvement (in comparison to all the other scores).

Shupha – we had external funding that just ended that was used to recruit underrepresented minority candidates. We will have to look into what we are doing to support diverse candidates, but we do offer a lot of support to all candidates. We tracked those diverse candidates and have seen 5.3(a)2.74(rt3(n)-0.7,o)-3.7(m)7.6

Common Standards Document and Field Experience

You will get requests over the next few weeks

Program Handbooks

Need to be ready by February 15th

Should include these things:

- 1 Admissions Requirements
- 2 Description of Coursework and Fieldwork
- 3 Declassification policy

Reminders to Program Faculty

-remind faculty that the responses to CTC feedback needs to be evident in syllabi, courses, and candidate responses (please make sure revisions actually take place/are reflected and are documented through assignments or class sessions etc.)

Faculty Participation in Schools

-Every single program – every faculty has to fill this out if they teach in schools

Faculty Presentations, Publications, Grants

Signature Assessment Data

Carolyn – all hands have to be on deck for the Site Visit – April 29th – May 2nd, 2018 no one should take any vacation