

ACT Meeting Minutes  
5-10-17

**Participants:** Patricia Irvine, Recia McCormick, Margaret Harris, James Zarrillo, Madonna Pornobi, Thomas Wiley, **Marianna Wolff**, **Shubha Kashinath**, Ann Halvorsen, Dania Massey, Diane Murkejee, Kelly Moore, Greg Jennings, Angela Tang, Shira Lubliner

There will be 10 members coming for the CTC visit. Terri and Jake included.

Program Review -> Program Assessments  
Preconditions: what does the law say?

What team members are looking for:  
How are programs operating in **2017**?

What candidates will be asked:

- Tell me how the program worked for you?
- Was faculty available for you?
- Do you understand the requirements?

CTC will not delve deep into the interviews. They will be asking basic questions and looking for consistency with the candidates' answer. For instance, they'll look at why some candidates were visited only 2 times while some were visited 21 times.

All faculty member will be interviewed once. It's possible for faculty members to be interviewed twice.

Everything needs to be on the website. All updated.  
Faculty/student evaluation – confidential

Dean-What are the qualities you're looking for volunteers?

Terry- Work well with others, capable of forgetting their own programs, can travel, friendly

Recia- Can Credential Analysts go for visits?

Terri- Yes. We've had Credential Analysts go on visits.

Peg: What about coaches/supervisors?

Terri- They need letter of support. Any member who wants to join.

Next Meeting October 11th