



# Annual Meeting 2019

## Agenda

### Guidance Committee

#### Meeting Minutes

July 25, 2019 11:00 AM – 12:00 PM

#### I. Attendance:

##### a. Committee Members

Batie, Clarke, Elhouar, Gordon, Jones (C), McCuen, Schmidt,

##### b. Visitors

Cross, Dardoub, Degenhart, Diab, Jacobs, Korkmaz, Lamanna, Mollaoglu, Olbina, Ozbek, Senouci,

##### c. Committee Members absent

Andersen, Arias, Belcher, Carr (VC), Ilozor, McKeegan, Mrozowski, Wasserman

#### II. Chair Welcome

##### a. Opening Remarks

Jones opened meeting on time, noting the low turnout likely due to a conflicting presentation.

##### b. Self-Introductions

All attendees introduced themselves and their institution.

#### III. Minutes from February 2018 Meeting

Minutes (attached) were distributed. One change was requested: Page 2, Paragraph V.a.iii.2; should read “Jacob Koval from CCSU volunteered to chair the review to be on the committee for review.”

Motion to approved and seconded (Schmidt/Lamanna). Approved unanimously.

#### IV. Meeting

##### a. Current Guidance Efforts

i. Workshop just completed on “Being a Good Host” by Souhail Elhouar. Thanks to Professor Elhouar.

ii. Doc 102 M needs modification to correlate with new Doc 103 M. Schmidt suggested that Chuck Berryman be approached to consider this revision since he performed the Doc 103 M revision review.

##### b. Future Guidance Workshops

i. Listed (Suggested) in Meeting Agenda:

1. February 2020: “Program Objectives” by Souhail Elhouar and “Bloom’s Taxonomy” by Richard Burt.

2. July 2020: “Closing the Guidance Loop”

ii. Additional Topics from the Floor:



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1. Schmidt relayed idea from Schaufelberger: SLO Binders Template. Perhaps a presentation that can then be uploaded to the website. [Only an “example” of one approach. Not to be taken as the only way to approach the SLO binders.]
  2. Lamanna suggested and described a faculty day, similar to the current IAB day that is held.
    - a. He suggested this be held the Wednesday of next July’s meeting. After discussion, it was decided to propose offering such a faculty development opportunity as a parallel (same day) event to the IAB day.
    - b. It was pointed out that the IAB day came about by two people who championed a cause. He stated he would do so for a faculty day if we were able gain ACCE support for such an event.
    - c. This event could serve as a training for faculty related to ACCE-specific topics (like curriculum planning for ACCE or the like) as well as other general faculty-interest topics.
    - d. Motion made by Lamanna to have a faculty development day parallel to the IAB day starting February 2020 focused on non-administrative faculty issues. Second by Clarke. Unanimously approved.
    - e. The proposal will be moved through the channels to attempt to include this in the February 2020 meeting.
  3. Clarke suggested we deal with the issue of repeat offenders. She points out the number of many times a program is cited for the same weakness or concern. From this discussion two more topics were suggested:
    - a. “Repeat Offenses and How to Mitigate the Administrative Fallout”
    - b. “Oh No, They Changed It Again” workshop to cover the anticipated changes being made for CHEA to our Docs 102 and 103.
- c. Mentor Issues and Reports
- i. Jones stated that he, personally, received one report. There are obvious problems with the mentoring process and reporting procedure that may be attributed to the organizational transition. He asks if somebody should follow up with mentors more regularly, noting that Mike Holland used to bug mentors for their reports, creating a better response.
  - ii. Common responses have been, “The program didn’t contact me.” Jones’ opinion, as the mentor, that person should take the initiative to contact the mentee program to offer assistance every semester.
  - iii. Diab notes that ACCE never provides feedback from the report. It would be nice to receive a little background and description of how that information is used. Feedback from ACCE is needed.



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- iv. Candidate Mentors and Board-Appointed Mentors need copies of the programs' latest submissions. These should go out with the mentor appointment letter.
  - v. The last mentor training was in 2016. It is probably time to offer it again. There is potential for a "New Program Mentee Training."
  - vi. Should follow up on the Mentee (expectations) letter.
- V. **New Business**
  - a. The new chair, Dr. John Schmidt, was introduced.
- VI. **Adjourned at 11:50 AM.**