

ACPE Self-Study Task Force Meeting Minutes 12/04/2018**Members Present:**

Mark Leid, Gary DeLander, Tanya Ostrogorsky, Theresa Filtz, BJ Philmus, Dean Haxby, Mark Zabriskie, Angela Austin Haney, Juancho Ramirez, Angie Mettie, Patty Beaumont, and Dave Bearden

Members Absent:

Michael Powell, Kristina Butler, Greg Zumach, Adam Gattis, Samantha Vosikas, Peter Atkins, Paige Clark, Jennifer Davis

Guests: None

Meeting called to order 9:30 AM

| Agenda Item | Discussion | Decision/Follow-up |
|---|--|--------------------|
| Welcome & Introductions as needed | | |
| Writing Team Lead Updates | All Writing Team Leads reported out status of their section. No significant barriers identified at this time. Presentations were previews of what will be reported out to all faculty during the 12/10/18 Faculty Meeting. | None required. |
| Review of AACP 2018 & Identification of any major issues needing attention | <p>In general, patterns look similar with the exception of the Preceptor Survey.</p> <p>There was a significant increase in number of responses in 2018 which is likely impacting this shift. In 2018, there were 173 out of 637 contacted (27% response rate); whereas in 2016 there were 57 out of 302 (19%) response rate. Several targeting strategies were used to encourage preceptor participation, one of which was offering chances to win tickets to the APO Ball for completing the survey. This strategy was also used with Alumni</p> | None required. |
| Discuss operational plan for Faculty Profiles | Theresa Filtz will discuss this process at the Faculty Meeting. There will be attempts to provide some examples and also a template for calculating out the various FTE based on the AAMS requirements. Gary Miller will serve as support for this process. | None required. |
| Review ACPE timeline and any major deviations from plan | It was decided to generally stay on track, with a few exceptions to address writing team needs. Writing Teams are now asked to go ahead and send in each standard as you complete it instead of waiting for all of them in the respective group. That way we can start the reviewing process on time and individuals who have completed sections can get feedback sooner rather than later. | None required. |
| Review plan to integrate Strategic Plan 2022 development into current academic year | Reviewed the Delphi study strategy for this. Determined that the "Expert Panel" for the process will include the two department chairs, two faculty members from each department that are selected by dept chairs, one staff member, one faculty from student services, and one student. Reviewed proposed timeline which will also be presented to the faculty on 12/10. | None required. |