

**ACPE Self-Study Task Force Meeting Minutes 03/12/2019**

**Members Present:**

Gary DeLander, Tanya Ostrogorsky, Theresa Filtz, Angela Austin Haney, Greg Zumach (?), Juancho Ramirez, Angie Mettie, Patty Beaumont, , Kristina Butler, Dean Haxby, Mark Zabriskie, Peter Atkins, Dave Bearden, JJ Furuno, Jennifer Davis, BJ Philmus, Adam Gattis

**Members Absent:** Mark Leid, Samantha Vosikas, Michael Powell

**Guests:** None

Agenda Item	Discussion	Decision/Follow-up
Update on current status of Task Force review of initial drafts from Writing Teams	<p>Instead of asking everyone to read all standards, teams of two members within the task force will look at a few specific narratives. Review assignments are listed below.</p> <ul style="list-style-type: none"> <li>• Angela &amp; Dave: Standard 1, &amp; 12</li> <li>• Juancho &amp; Peter: Standard 2. Standard 3 if it comes in soon.</li> <li>• Dean &amp; Mark L: Standard 4 and 11</li> <li>• Mark Z &amp; Mike: Standard 6 &amp; 7</li> <li>• Patty &amp; JJ: Standard 8, 9, 18 &amp; 19</li> <li>• Theresa &amp; Kristina: Standard 10 and 24</li> <li>• Greg &amp; Adam: Standard 13, 20 and 22</li> <li>• BJ, Angie &amp; Paige: Standard 14, 16, and 17</li> <li>• Jen &amp; Sami: Standard 15 and 21</li> </ul> <p>Reminded to review the ACPE Scoring Rubric during your review.</p>	
Discussed Next Steps	<p>3/13: Send a full set of drafts that are in hand based on a decision made about the process.            3/18: Feedback due.            3/21: Faculty meeting will have Writing Team time to review feedback            5/1 (AM): Revisions from Writing Teams due to Tanya            5/1 (PM): Full draft (without appendices or AAMS data) posted for all faculty to review and provide feedback            5/20: Due date for Task Force &amp; Faculty comments            5/24: Summarized comments sent to Writing Teams (where possible)            5/28/: TASK FORCE MEETING            6/10: Faculty meeting with have Writing Team time to review 3<sup>rd</sup> drafts            6/17: All comments due to Tanya            6/17 – 8/15: Tanya &amp; Gary to enter narratives into AAMS, work with Writing Teams regarding appendices, editing, formatting, etc.            August: Notify faculty to shift any subsequent review processes to AAMS platform            October: Review and update standards as needed based on new AACP Survey Data. Update any other content that has changes.            December 1: Full final draft to faculty.            By December 31: Faculty Vote.</p>	