

**MINUTES**  
**EXECUTIVE BOARD**  
**Black Hall, Room 228-7**  
**October 16, 2006**

1. **ATTENDING:** Dr. Rebecca Bowers, Dr. Meghan Miller, Dr. Marji Morgan, Dr. Connie Lambert
2. **MEETING CONVENED:** 9:15 AM
3. **CHANGES TO AGENDA:** An agenda was not available
4. **APPROVAL OF MINUTES:** The minutes for the meeting October 2, 2006 will be submitted at the meeting October 30, 2006.
5. **REPORTS:**
  - **OSPI Site Training**  
The NCATE Accreditation Visit serves double duty as there will be at least 6 representatives from OSPI and 3 to 6 from NCATE.  
  
Rebecca Bowers gave an overview on state procedures based on her experience. A representative for each of the standards from OSPI was paired with their counterpart from NCATE. They interviewed and traveled together as well as compared notes. They were each on their own, though for preparing reports. Rather than meetings with individual programs, some programs met as groups. It is possible that the state reviewers will make visits to the centers the Friday before the NCATE team arrives. Two months before the Accreditation Visit, there will be a pre-visit from the team leaders. Persons to be interviewed will be selected closer to visit.  
  
Connie Lambert reported on the OSPI Site Visit Training that she attended. OSPI will be more interested in a snapshot of how things are at a point in time. We will be the first university visited under the new standards. Therefore, they want a parallel website for the standards. Their visit will focus on PEABs and WACs. Although there will be parallel websites, there will not be a need for parallel IRs. The state also wants a paper documents room to support everything on the website. The PESB will do the review of the information collected by the OSPI Team and will be very detailed in their evaluation.  
  
A copy of potential state visit interview questions was distributed. Rebecca Bowers, Steve Schmitz, and Jim DePaepe will be making state visits in November and December.
6. **NEW BUSINESS:** The CTL Policy Manual is still being reviewed for the accuracy of updates with regard to 1) all approved changes are reflected and 2) all changes have been approved. As soon as it is complete the Advisory Council will review and the final approved manual submitted to the Executive Board.
7. **OLD BUSINESS:** Meghan Miller asked that CTL committees be staffed in the spring for the next academic year before workload plans are submitted.
8. **ADJOURNED:** 10:00 AM