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| **MEAC Board of Directors Meeting Minutes** | **Date: June 6, 2013** |
| **Time: Convened: 12:05 PM EDT****Adjourned:****2:08 PM EDT** |
| **Type of Meeting: Conference call** |
| **Attendees:** | Board members: Kristi Ridd-Young, Henci Goer, Andrea Ferroni, Jeanne Madrid, Nichole Reding.Staff: Sandra Bitonti Stewart, Karin Borgerson, Jessica Kelly-Shaieb, Jo Anne Myers-Ciecko. Anana Integre |
| **Absent:** | Mary Yglesia, Heidi Fillmore, Kathryn Montgomery, Sheila Simms Watson |
| **Notes taken by:** | Karin Borgerson |
| ***Minutes*** |
| **Agenda Item:**  | Review of minutes  | **Presenter:**  | Kristi Ridd-Young |
| **Documents:** | 2 Minutes 2013\_05\_05 MEAC BOD\_draft.docx |
| **Discussion:**  | Kristi presented minutes. |
| **Conclusions:** | Motion to accept by Henci, second by Nichole. Motion passes unanimously. |
| **Action Items** | **Person Responsible** | **Deadline** |
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| Change to P+P ? | Change to Handbook? | Notify public or schools? |

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| **Agenda Item:**  | Finance | **Presenter:**  | Sandra on behalf of Mary Yglesia |
| **Documents:** | 3 FY 2013-14 Budget v.7\_final as presented to BOD.xlsx |
| **Discussion:**  | Sandra presented report from Mary. Sandra outlined changes to budget from version reviewed in May:-Moved some funds from training and technology to US MERA follow-up for contract to Jo Anne for consulting. Changes made in consultation with executive committee.Board asked questions about addition of new training & technology tasks for staff;what can we move off of our plates if this moved on? Discussion ensued. In October face-to-face meeting, could we review to see if other resources (including board time and professional consultants) could be deployed.-Staffing assumptions are based on revenue assumption for enrollment and sustaining fees. |
| **Conclusions:** | Motion to pass budget as presented: Nichole moves. Jeanne seconds. Motion passes unanimously. |
| **Action Items** | **Person Responsible** | **Deadline** |
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| **Agenda Item:**  | Staff Reports | **Presenter:**  | Sandra Bitonti Stewart |
| **Documents:** | 4 Executive Director Report\_2013\_06\_06.docx4 Graphics and website update for 6-6-13 MEAC BOD meeting.docx4 Letter #6 State Authorization\_SARA\_2013\_05.pdf4 Letter #7 Reauthorization of the HEA\_2013\_05.pdf4 NARM-MEAC Committee Minutes\_2013\_05.doc |
| **Discussion:**  | Sandra presented reports. -MANA cannot make a contribution this year. Sandra will follow up to determine if relationship issue or simply a financial matter.-Sandra will work with accountant and Mary re: our type of 501(c)3 and appropriate financial review. -Sandra stresses that MEAC is in need of ARC members with expertise in distance education, title IV and programmatic accreditation. -Website: target to be ready in summer in time to announce new standards. Board expressed appreciation of mock-up.-U.S. MERA: Tweaking of consensus statements ongoing. -Henci raised question about FSTM financial issues discussed in previous meeting. They got the letter of credit. Immediate financial issue has been resolved. SER was submitted this week. |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
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| **Agenda Item:**  | Continuing Education Units | **Presenter:**  | Henci Goer |
| **Documents:** | 5 CEU Proposed Guidelines merged final draft\_2013\_06.docx5 Comments on Revised CEU Guidelines and Forms\_2013\_06.docx5 MEAC CEU forms\_2013\_06.doc |
| **Discussion:**  | Henci presented comments on revised CEU guidelines and forms, focusing on the two issues that the committee felt needed board discussion: 1)new method of calculating CEUs There was no disagreement with this, certain a motion was made and passed to accept this change. 2)revised reference requirements Henci proposed new language with less-restrictive reference requirements. Discussion:-Anana spoke on behalf of reviewers, who have asked for very specific guidelines to use in review. -Jo Anne recommended that flexibility come with parameters—not all topics have recent research, but we want to be sure that current research is included. Reviewers are not content experts. -Suggestion that Henci present a new draft of this paragraph to strike a balance between flexibility for applicants and published parameters for the reviewers.*Quorum lost at this point in the meeting.*Board moved to accept the new CEU guidelines and forms packet except for the unresolved session documentation issue and staff was asked to follow up with Nichole (board member who left meeting during this discussion) if she supports the motion. -Decision to defer vote on session documentation revisions until next meeting. -Henci requests that she work with an experienced reviewer - someone who has seen the problems. It was suggested that Karen Ehrlich would be a good person. |
| **Conclusions:** | Motion: Jeanne moves to accept new method of calculating CEUs and the other noncontroversial edits to the CEU guidelines and applications. Kristi seconds. No abstentions or opposition. Motion will pass with Nichole’s assent.  |
| **Action Items** | **Person Responsible** | **Deadline** |
| * Sandra will follow up with Nichole by phone for her vote on the motion.
* Anana to connect Henci with Karen Ehrlich to work on editing the session documentation section of the guidelines and final draft will be brought back to the Board for approval.
 | Sandra Anana, Henci  | June 12, 2013July 8, 2013 |
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| **Agenda Item:**  | Standards Revision Workgroup  | **Presenter:**  | Sandra Bitonti Stewart |
| **Documents:** | 6a MEAC Standards Stakeholder feedback\_Complete Survey Results\_2013\_05.pdf6b Summary of Stakeholder Feedback on Proposed Standards for Board Discussion\_2013\_06\_06.docx6c Summary of Stakeholder Feedback on Proposed Curriculum Checklist.docx6c MEAC Curriculum Checklist for Essential Competencies\_final\_with stakeholder feedback edits.docx |
| **Discussion:**  | Sandra presented summary of stakeholder survey feedback, focusing on the four benchmarks where 20% of respondents expressed concerns. Board agreed that discussing the feedback about these benchmarks is important.* I-C-1: Still in process. Workgroup is still meeting and will present recommendation to Board by the end of June.
* III-A-1: Qualifications for faculty who are midwives: Striking (c) could be detrimental for some schools, but we have limited data on the extent of that. Middle ground: strike (c), keep language about exceptions. This is the version used in the motion below.
* III-A-3: Is “recognized” a word that holds up? The ARC would need to review case-by-case. Transpose the language from III-A-1 regarding jurisdiction/state/province.
* III-C-3: Nichole gives her support to stated language before departing call.
* Quorum broken at 10:33 PDT.
* We did not get to curriculum checklist—deferred.
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| **Conclusions:** | * Henci moves to accept all of the standards about which we have no question or controversy. Jeanne seconds. Motion carries.
* Nichole moves to accept changes to III-A-1 based on stakeholder feedback. Kristi seconds. Motion carries.
* Jeanne moves to accept changes based on stakeholder feedback as amended to III-A-3. Kristi seconds. Motion carries.
* Motion to accept III-C-3 based on stakeholder feedback: Kristi moves. Andrea seconds. Motion passes with Nichole’s vote before she departed call.
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| **Action Items** | **Person Responsible** | **Deadline** |
| * Follow up re: next steps on adoption of curriculum checklist and new benchmarks dealing with student achievement in I-C-1.
 | Sandra | June 14, 2013 |
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