

<h1>MEAC Board of Directors Meeting</h1>	Date: October 31, 2017	
	Time Convened 9:30am Time Adjourned 8:30pm	
	Type of Meeting: In Person	
Attendees (Present Yes/No):		
Board Members		
Abigail Aiyepola	No	Karen Ehrlich Yes Courtney Everson Yes Heidi Fillmore Yes
Henci Goer	Yes	Rachel Hargy Yes Cassandra Jah Yes Safiya McCarter Yes
Kristi Ridd-Young	Yes	Ana Vollmar No
Administrative Staff		
Rachael Bommarito	Yes	Amari Fauna Yes Trixi Packmohr No Timberly Robinson Yes
Guests: NACPM representatives, Mary Lawlor, Audrey Levine, and Jo Anne Myers-Ciecko (present 2017-10-31 from 5:30-8:30pm)		
Notes taken by: Rachael Bommarito and Amari Fauna		

Minutes

Agenda Item:	Call to order	Presenter:	Kristi Ridd-Young
Documents:	none		
Discussion:	Introduction, icebreaker		
Conclusions:			
	Action Items	Person Responsible	Deadline
✓	none		
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item:	Nominations Committee Proposal	Presenter:	Cassandra Jah
Documents:	Board candidate, Melissa Mayo bio and responses to MEAC Board application		
Discussion:	<p>Nominations committee presents proposal to Board regarding filling current vacancy and expanding Board.</p> <p>Nominations for President-elect should be submitted by November 15, 2017 to Timberly Robinson with cover letter.</p> <p>5 categories of expertise:</p> <ul style="list-style-type: none"> • MEAC member school administrators and educators (peer) • Didactic and clinical midwifery educators (peer) • Midwifery education stakeholders • Higher education administrators • Subject matter experts <p>Board strives to have all five categories represented,</p> <p>How to deal with elections, Board vacancies, and Board expansion</p>		

- 2017: Appoint one person to fill vacancy in 2020 cohort.
- 2018:
 - Early 2018: elect 3 new members to expand the Board to 13 members (terms expire Fall 2021)
 - Summer 2018: elect to replace anyone with a term that is ending/anyone who resigns (2021)
- Personal outreach to member schools to recruit candidates in the peer category, and from schools that are not currently or have not recently been represented on the Board.

Heidi Fillmore describes qualifications of Board candidate, Melissa Mayo.

Karen Ehrlich moves that the Board appoint Melissa Mayo to fill vacancy in 2020 cohort. Henci seconds. Abstains: Heidi Fillmore. Opposes: none.

Conclusions: Motion passes.
Nominations committee meet again and bring a formal proposal to Board regarding elections.

Action Items		Person Responsible	Deadline
✓ Notify Melissa Mayo		Timberly Robinson	
Change to P+P ? No	Change to Handbook? No	Notify public or schools? If Melissa accepts, notify schools.	

Agenda Item: Annual Reports Overview **Presenter:** Courtney Everson

Documents:

Discussion: Dr. Everson reviewed with the Board the revised calculation methodology and approach for I.C1 and I.C2, which correspond to Key Indicators 8 and 9 in the Annual Reports, that was adopted by the agency on March 2, 2017. Member Schools were notified of the revised approach on March 29, 2017. Annual Reports for 2016 were due on March 31, 2017 with data collection tools going out on February 1, 2017. The revised methodology was adopted after the data collection tool had gone to the accredited entities and the accredited entities submitted their Annual Reports timely. Thus, the auto-calculation tools for the revised methodology could not be shown to accredited entities at the time of report submission. As stated in I.C1 and I.C2., accurate retention and completion rates are necessary to determine if an improvement plan is necessary. As such, the Board discussed the agency’s approach to ensuring all schools below the specified threshold for I.C1 and I.C2 were required to submit an improvement plan timely. The Board decided that, as part of the revised approach to I.C1 and I.C2, any accredited entity below the threshold would be requested to submit an improvement plan within four weeks, and any accredited entity above the threshold would be notified that an improvement plan is not necessary. All Annual Reports would otherwise be ratified by the Board at this time with the exception of KI-8 and KI-9 for those institutions where an improvement plan is required. For impacted accredited entities, the Board will review submitted improvement plans in conjunction with the retention and completion rates and

make decisions on KI-8 and KI-9 at the December Board meeting; any accredited entity that is required to submit an improvement plan and does not do so timely will be assessed a late fee. If the report is not submitted timely, MEAC has reason to assign a finding of unsatisfactory.		
Conclusions: Board agrees to approach.		
Action Items		Person Responsible
✓		
Change to P+P ?	Change to Handbook?	Notify public or schools?

Agenda Item:	2016 Annual Report – Midwives College of Utah	Presenter:	Timberly Robinson w/ Cassaundra Jah and Heidi Fillmore
Documents:	MCU Staff Summary Report for 2016 Annual Report with IBR review by Cassaundra Jah and Heidi Fillmore		
Discussion:	IBR presents recommendation. Board discussion leads to following findings. KI-1 Satisfactory KI-2 Satisfactory KI-5 Satisfactory KI-6 Satisfactory KI-7 Satisfactory KI-8 Satisfactory KI-9 N/A, all programs closed or not sufficient data. KI-10 Satisfactory KI-11 Satisfactory KI-12 Satisfactory KI-13 N/A KI-14 N/A KI-15 Satisfactory .		
Conclusions:	Karen Ehrlich moves to accept the MCU 2016 Annual Report with recommendations described above. Second: Safiya McCarter. Recused: Courtney Everson and Kristi Ridd-Young Abstains: none. Opposes: none Motion carries.		
Action Items		Person Responsible	Deadline
✓ Notify school of no need for improvement plan.		Timberly Robinson	
✓ Notify school of Board Decision			
Change to P+P ? No	Change to Handbook? No	Notify public or schools? yes	

Agenda Item:	2016 Annual Report Birthingway College of Midwifery	Presenter:	Timberly Robinson w/ Rachel Hargy and Cassaundra Jah
Documents:	BCM Staff Summary Report for 2016 Annual Report with IBR review by		

Cassandra Jah and Rachel Hargy	
Discussion:	<p>IBR presents recommendation. Board discussion leads to following findings.</p> <p>KI-1 Satisfactory (Board discussion re. auditor’s note, not a material weakness) KI-2 Satisfactory KI-5 Satisfactory KI-6 Satisfactory KI-7 N/A KI-8 Satisfactory KI-9 TBD. Submit improvement plan for Programs A and B by December 3, 2017. Board decision on December 7, 2017. KI-10 Satisfactory KI-11 Satisfactory KI-12 N/A KI-13 N/A KI-14 N/A KI-15 N/A</p>

Conclusions: Cassandra moves to accept the BCM 2016 Annual Report with recommendations described above. Second: Rachel Hargy. Abstains: None. Opposes: None. Motion carries

Action Items	Person Responsible	Deadline
✓ Notify school of option to submit improvement plan related to KI-9.	Timberly Robinson	ASAP
✓ Submit student completion improvement plan.	School	12/03/2017
Change to P+P ?	Change to Handbook?	Notify public or schools? yes

Agenda Item:	2016 Annual Report Bastyr University Department of Midwifery	Presenter:	Timberly Robinson w/ Courtney Everson and Henci Goer
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Documents: BUDM Staff Report 2016 Annual Report with IBR review by Courtney Everson and Henci Goer

Discussion:	<p>IBR presents recommendation. Board discussion leads to following findings.</p> <p>KI-3 Satisfactory KI-4 Satisfactory KI-5 Satisfactory KI-6 Satisfactory KI-7 N/A KI-8 Satisfactory KI-9 Satisfactory KI-10 Satisfactory</p>
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KI-11 Satisfactory KI-12 N/A KI-13 N/A KI-14 N/A KI-15 Satisfactory		
Conclusions: Karen Ehrlich moves to accept the BUDM 2016 Annual Report with recommendations described above. Second: Heidi Fillmore. Recused: Safiya McCarter. Abstains: Cassaundra Jah. Opposes: None. Motion carries.		
Action Items		Person Responsible
✓ Notify school of no need for improvement plan. ✓ Notify school of Board Decision		Timberly Robinson
Change to P+P ?	Change to Handbook?	Notify public or schools? yes

Agenda Item:	2016 Annual Report Nizhoni	Presenter:	Timberly Robinson w/ Kristi Ridd-Young and Cassaundra Jah
Documents:	NIZ Staff Report 2016 Annual Report with IBR review by Cassaundra Jah and Kristi Ridd-Young		
Discussion:	IBR presents recommendation. Board discussion leads to following findings. KI-1 Satisfactory KI-2 Satisfactory KI-5 Satisfactory KI-6 Satisfactory KI-8 Satisfactory KI-9 Satisfactory KI-10 Satisfactory KI-11 Satisfactory KI-12 N/A KI-13 N/A KI-14 N/A KI-15 Satisfactory		
Conclusions:	Heidi Fillmore moves to accept the NIZ 2016 Annual Report with recommendations described above. Karen Ehrlich seconds. Abstains: none. Opposes: none. Motion carries.		
Action Items		Person Responsible	Deadline
✓ Notify school of no need for improvement plan. ✓ Notify school of Board Decision		Timberly Robinson	
Change to P+P ?	Change to Handbook?	Notify public or schools? yes	

Agenda Item:	Nizhoni Reaccreditation Decision	Presenter:	Kristi Ridd-Young
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Documents:		
Discussion: Board Decision With Benchmark notations from 10/30/2017, and: I.C1: Met-2, no reporting (based on Annual Report KI-8 finding of Satisfactory). I.C2: Met-2, no reporting (based on Annual Report KI-9 finding of Satisfactory).		
Conclusions: Henci Goer moves that the MEAC Board accept the ARC Report with modifications noted. Seconds: Karen Ehrlich. Abstains: None. Opposes: None. Motion carries; Nizhoni will be granted accreditation for five years.		
Action Items		Person Responsible
✓ Notify school of Board Decision, Issue Certificate.		Timberly Robinson
Change to P+P ?		Notify public or schools? yes

Agenda Item:	2016 Annual Report Florida School of Traditional Midwifery	Presenter:	Timberly Robinson w/ Henci Goer and Courtney Everson
Documents:	FSTM Staff Summary Report for 2016 Annual Reports with IBR review by Henci Goer and Courtney Everson		
Discussion:	<p>IBR presents recommendation. Board discussion leads to following findings.</p> <p>KI-1 Satisfactory KI-2 Satisfactory KI-5 Satisfactory KI-6 Satisfactory w/ explanation KI-8 Satisfactory KI-9 Satisfactory KI-10 Satisfactory KI-11 Satisfactory KI-12 N/A KI-13 N/A KI-14 Satisfactory KI-15 Unsatisfactory</p> <ul style="list-style-type: none"> In reviewing KI-5 and KI-6, MEAC Board notes concerns about Title IV leave of absence regulation. Board recommends additional monitoring report: Has the school experienced or does the school foresee any compliance issues with MEAC Standards, especially Standards V and X, related to the recent concern noted by USDE regarding leave of absence. 		
Conclusions:	Karen Ehrlich moves to accept the FSTM 2016 Annual Report with recommendations noted above. Second: Safiya McCarter. Recusal: Rachel		

Hargy. Abstains: None. Opposes: None. Motion carries.		
Action Items	Person Responsible	Deadline
✓ Notify school of no need for improvement plan. ✓ Notify school of Board Decision	Timberly Robinson	
Change to P+P ?	Change to Handbook?	Notify public or schools? yes

Agenda Item:	2016 Annual Report Birthwise Midwifery School	Presenter:	Cassandra Jah and Rachel Hargy
Documents:	BMS Staff Summary Report 2016 Annual Reports w/ IBR recommendations by Cassandra Jah and Rachel Hargy		
Discussion:	IBR presents recommendation. Board discussion leads to following findings. KI-1 Satisfactory KI-2 Satisfactory KI-5 Satisfactory KI-6 Satisfactory KI-7 N/A KI-8 Satisfactory KI-9 Satisfactory KI-10 Satisfactory KI-11 Satisfactory KI-12 N/A KI-13 N/A KI-14 N/A KI-15 Satisfactory		
Conclusions:	Cassandra Jah moves to accept the BMS 2016 Annual Report with recommendations noted above. Seconds: Rachel Hargy. Abstains: None. Opposes: None. Motion carries		
Action Items	Person Responsible	Deadline	
✓ Notify school of no need for improvement plan. ✓ Notify school of Board Decision	Timberly Robinson		
Change to P+P ?	Change to Handbook?	Notify public or schools? yes	

Agenda Item:	MEAC Executive Directory Performance Evaluation	Presenter:	Kristi Ridd-Young
Documents:			
Discussion:	Kristi reviews the survey sent to all staff and Board Members used to conduct a 90-day assessment of Timberly Robinson as the Executive Director. Kristi reviews the results. Timberly discusses her goals. Board discusses.		
Conclusions:			
Action Items	Person Responsible	Deadline	

✓		
Change to P+P ?	Change to Handbook?	Notify public or schools?

Agenda Item:	MEAC Annual Report	Presenter:	Timberly Robinson, Cassandra Jah
Documents:	MEAC Scorecard - Accreditation Data (FY2016-17), MEAC Scorecard - Accreditation Data(2015-16), MEAC Scorecard Continuing Education, Slideshow Presentations		
Discussion:	<p>Timberly presents slideshow of staff offices and MEAC Scorecard Data. Presents idea that MEAC provide an annual report to our stakeholders.</p> <p>Financial Update: Cassandra Jah presents a financial update and overview.</p> <p>Board discusses.</p>		
Conclusions:			
	Action Items	Person Responsible	Deadline
✓			
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item:	NACPM and MEAC Needs	Presenter:	Jo Ann Meyers Ciekó
Documents:			
Discussion:	<p>Jo Ann Meyers Ciekó, Mary Lawlor, and Audrey Levine presents a history of their connection to midwifery, MEAC, MANA, and the history of NACPM. Board discusses ways NACPM and MEAC can collaborate and continue our support of each other.</p>		
Conclusions:	NACPM and MEAC will create a structure for regular communication between the two organizations.		
	Action Items	Person Responsible	Deadline
✓	Follow-up with NACPM to set up phone meeting.	Timberly Robinson and Kristi Ridd-Young	
Change to P+P ?	Change to Handbook?	Notify public or schools?	