

<b>MEAC Board of Directors Meeting</b>						<b>Date: 2017-11-01</b>	
						<b>Time Convened</b> 9:45am	
						<b>Time Adjourned</b> 8:00pm	
						<b>Type of Meeting ie.</b> In Person	
<b>Attendees (Present Yes/No):</b>							
<b>Board Members</b>							
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		
<b>Administrative Staff</b>							
Rachael Bommarito	Yes	Amari Fauna	Yes	Trixi Packmohr	No	Timberly Robinson	Yes
<b>Guests:</b> Mercy in Action representatives Ian Penwell and Rose Penwell (2017-11-01 3:00-3:20pm)							
<b>Notes taken by:</b> Rachael Bommarito and Amari Fauna							

### *Minutes*

<b>Agenda Item:</b>	Call to order, icebreaker	<b>Presenter:</b>	Kristi Ridd-Young
<b>Documents:</b>			
<b>Discussion:</b>	How do I contribute as a team player? What are my weaknesses as a team player?		
<b>Conclusions:</b>			
	<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
	✓		
	Change to P+P ?	Change to Handbook?	Notify public or schools?

<b>Agenda Item:</b>	ASPA Conference Update	<b>Presenter:</b>	Amari Fauna, Rachael Bommarito, Heidi Fillmore
<b>Documents:</b>	none		
<b>Discussion:</b>	ASPA conference participants discuss key takeaway points. <ul style="list-style-type: none"> <li>• MEAC is part of a group of peer accreditors</li> <li>• Evidence-based standards revision</li> <li>• Methods for collecting stakeholder feedback between standards revisions processes (e.g., Survey Monkey in which school gives feedback on every benchmark and demonstration shortly after initial accreditation/reaccreditation process)</li> <li>• Opportunities to shadow other agencies on site visits</li> <li>• Processes for evaluating peer evaluators (ARC members)</li> </ul>		
<b>Conclusions:</b>	ASPA conference attendance is a good investment for MEAC.		
	<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
	✓ None		
	Change to P+P ? No	Change to Handbook? No	Notify public or schools? No

<b>Agenda Item:</b>	Nominations committee proposal	<b>Presenter:</b>	Heidi Fillmore
<b>Documents:</b>			
<b>Discussion:</b>	<p>Board Member Categories</p> <ol style="list-style-type: none"> <li>1. MEAC member School Admin and/or Educators</li> <li>2. Higher Education Administrators</li> <li>3. Midwifery Education Stakeholders</li> <li>4. Subject Matter Experts</li> <li>5. Didactic and Clinical Midwifery Educators</li> </ol> <p>How committee proposes to use the categories</p> <ol style="list-style-type: none"> <li>1. Definition of peer BOD members: <ol style="list-style-type: none"> <li>a. MEAC member school administrator or educator (experience requirements) or</li> <li>b. Direct-entry midwives (licensed or credentialed) who also hold relevant administration or teaching experience in higher education</li> </ol> </li> </ol> <p>MEAC Board composition</p> <ol style="list-style-type: none"> <li>1. Minimum 70% peers</li> <li>2. Strive to have at least one board members from each category</li> <li>3. 2 public members (if Board is 13 total members, no less than 1/7 Board = public members)</li> </ol> <p>Board discussion of Board composition.</p> <p>Board Election Plans</p> <ol style="list-style-type: none"> <li>1. Appoint Melissa Mayo to fill recently vacated Board position.</li> <li>2. Call 4 other applicants to inform them that the election will be postponed.</li> <li>3. Recruitment of additional candidates from identified category and peer definitions.</li> <li>4. Hold an election in January 2018 to fill the 3 spots needed (1 peer and 2 others) to expand the BOD to 13.</li> <li>5. Hold an election in July 2018 for any BOD terms that will be expiring in 2018.</li> </ol> <p>Board Officer Election</p> <ul style="list-style-type: none"> <li>• The Board will be submitting nominations for President-Elect position due November 2017. Board will vote in December 2017.</li> </ul>		
<b>Conclusions:</b>	<p>Nominations committee will take Board input and continue revising proposal. Will come back to BOD with a revised recommendation. Board approved appointment of Melissa Mayo and nominations for President-Elect.</p>		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
✓	Board nomination committee to finalize proposal.	Heidi Fillmore, Cassandra Jah	
✓	Contact Melissa Mayo re: appointment.		

✓ Notify schools of appointment.	Timberly Robinson Timberly Robinson	
Change to P+P ? No	Change to Handbook? No	Notify public or schools? Yes

<b>Agenda Item:</b>	2016 Annual Report Southwest Wisconsin Technical College	<b>Presenter:</b>	Karen Ehrlich
<b>Documents:</b>	SWTC Staff Summary Report 2016 Annual Reports with IBR review by Karen Ehrlich		
<b>Discussion:</b>	<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 TBD. Submit improvement plan by December 3, 2017. Board decision on December 7, 2017. KI-9 TBD. Submit improvement plan by December 3, 2017. Board decision on December 7, 2017. Board discussion of completion rates in technical colleges, generally, standards revision process should include focus on retention and completion benchmarks. KI-10 Satisfactory KI-11 Satisfactory KI-12 N/A (Board discussion of additional indicators of student achievement: HLC completion and retention, IPEDs data, dashboard data, graduation data. Program submitted same indicators already collected by MEAC in KI-8, KI-9, and KI-11. MEAC needs to improve KI-12 KI-13 N/A KI-14 N/A KI-15 Satisfactory Internal comment: MEAC will follow up on distance education questions during the upcoming reaccreditation process.</p> <p>Henci Goer moves to accept SWTC 2016 Annual Report with recommendations described above. Second: Safiya Abstain: Cassaundra Oppose: None</p>		
<b>Conclusions:</b>	Motion carries.		
	<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
✓	Notify school of option to submit improvement plan related to KI-8, 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
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<b>Agenda Item:</b>	2016 Annual Report National College of Midwifery	<b>Presenter:</b>	Karen Ehrlich
<b>Documents:</b>	NCM Staff Summary Report 2016 Annual Reports with IBR review by Karen Ehrlich		
<b>Discussion:</b>	<p>IBR presents recommendation. Board discussion leads to following findings.</p> <p>KI-1 Satisfactory KI-2 Satisfactory KI-5 Satisfactory KI-6 Satisfactory KI-7 N/A KI-8 Satisfactory KI-9 TBD Program A: Satisfactory Program B: TBD. Submit improvement plan for Program B by December 3, 2017. Board decision on December 7, 2017. Program C: N/A Program D: N/A KI-10 Satisfactory KI-11 Satisfactory KI-12 N/A KI-13 N/A KI-14 Satisfactory KI-15 Satisfactory</p> <p>Safiya McCarter moves to accept NCM 2016 Annual Report with recommendations described above. Second: Rachel Hargy Abstain: none Opposed: none Recusal: Cassaundra Jah</p>		

**Conclusions:** 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
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<b>Agenda Item:</b>	2016 Annual Report Maternidad La Luz	<b>Presenter:</b>	Cassaundra Jah
<b>Documents:</b>	MLL Staff Summary Report for 2016 Annual Reports with IBR review by Cassaundra Jah and Heidi Fillmore		

**Discussion:** IBRs present recommendation.  
Board discussion leads to the following findings.

KI-1 Satisfactory  
 KI-2 Satisfactory  
 KI-5 Satisfactory, all 3 programs  
 KI-6 Satisfactory, all 3 programs  
 KI-8 Satisfactory  
 KI-9 TBD  
 Program A: Satisfactory  
 Program B: Satisfactory  
 Program C: TBD. Submit improvement plan for Program C by December 3, 2017. Board decision on December 7, 2017.

KI-10 Satisfactory, comment: MEAC notes that one year was below 70% threshold. School pay close attention to continued compliance with this key indicator.  
 KI-11 Satisfactory  
 KI-12 N/A  
 KI-13 N/A  
 KI-14 N/A  
 KI-15 Satisfactory

Cassandra Jah moves to accept MLL 2016 Annual Report with recommendations described above.  
 Second: Rachel Hargy  
 Abstain: none  
 Opposed: none

**Conclusions:** 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
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<b>Agenda Item:</b> 2016 Annual Report National Midwifery Institute	<b>Presenter:</b> Karen Ehrlich
<b>Documents:</b> NMI Staff Summary Report for 2016 Annual Reports with IBR recommendation by Karen Ehrlich	
<b>Discussion:</b> IBR presents recommendation. Board discussion leads to following findings.	
KI-1 Satisfactory (Board discussion: auditor made a note, but not material weakness)	
KI-2 Satisfactory	

<p>KI-5 Satisfactory          KI-6 Satisfactory          KI-7 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</p> <p>Heidi moves to accept NMI 2016 Annual Report with recommendations described above.          Second: Cassaundra Jah          Abstain: none          Opposed: none</p>
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<b>Conclusions:</b> Motion carries		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>✓ Notify school of no need for improvement plan.</li> <li>✓ Notify school of Board Decision.</li> </ul>	Timberly Robinson	
Change to P+P ?	Change to Handbook?	Notify public or schools? yes

<b>Agenda Item:</b> MEAC Accreditation Process and Standards Review Presentation	<b>Presenter:</b> Heidi Fillmore
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<b>Documents:</b> MEAC Standards Revision Plan
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<p><b>Discussion:</b> <b>Standards Revision:</b> Heidi describes committee members, consultants, checklist of things to keep in mind, benchmark-by-benchmark revision process, and timeline.</p> <p><b>Accreditation Process:</b>          Heidi describes 3 broad elements of the process – self-evaluation, peer-evaluation, accreditation review.          Describes areas MEAC could focus on to improve process.          Describes weaknesses she sees in MEAC’s current process.          Describes proposal for Peer Review Team (currently ARC) and protocol for review.          Describes proposal for Accreditation Review Team (currently IBR) and protocol for review.          Elements MEAC could easily adopt.          Things Heidi believes MEAC needs to do, but will take some time.          Additional things to consider.</p>
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<b>Conclusions:</b> MEAC has established an ad-hoc committee to work on proposal for revising accreditation process. Committee members: Safiya McCarter (chair) and
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Courtney Everson.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
✓ Safiya and Courtney will be in communication to begin this work.		
Change to P+P ? Not yet.	Change to Handbook? Not yet.	Notify public or schools? Not yet.

<b>Agenda Item:</b> Member school visit: Mercy in Action Visit	<b>Presenter:</b> Ian Penwell and Rose Penwell	
<b>Documents:</b> none		
<b>Discussion:</b> Introductions, questions and answers.		
<b>Conclusions:</b> Board discusses hosting member school reception at MANA in future years.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
✓ None.		
Change to P+P ? No	Change to Handbook? No	Notify public or schools? No

<b>Agenda Item:</b> Strategic Planning Process	<b>Presenter:</b> Cassaundra Jah	
<b>Documents:</b>		
<b>Discussion:</b> Cassaundra Jah led MEAC Board through strategic planning process that included <ul style="list-style-type: none"> <li>• Identifying 3 primary commitments</li> <li>• Approximately 6 topic areas to work on, such as infrastructure, accreditation process, document revision, volunteer recruitment, board development, USDE recognition.</li> <li>• Creating 12 month plans with launch activity, action steps, list of resources, and “victories.”</li> <li>• Board members and staff agreed to lead different projects.</li> </ul>		
<b>Conclusions:</b> Board and staff will begin implementing action steps over the next year. Quarterly ad-hoc meetings will be planned to update one another on progress and identify interdependencies.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
✓ Send an electronic document to MEAC Board and staff detailing outcomes of the strategic planning process.	Cassaundra Jah	
Change to P+P ? no	Change to Handbook? no	Notify public or schools? no

<b>Agenda Item:</b> Closing Circle	<b>Presenter:</b> Kristi Ridd-Young	
<b>Documents:</b>		
<b>Discussion:</b> Board members and staff had an opportunity to reflect on the meeting and answer the questions: What are you embracing? What are you letting go of?		
<b>Conclusions:</b> This was a productive and energizing Board retreat.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
✓		
Change to P+P ?	Change to Handbook?	Notify public or schools?