

**ACTE Administration Division Policy Committee Meeting Minutes**

November 12, 2020, 3:00 - 4:00 PM (EDT) Virtual

Dr. Patrick A. Biggerstaff, VP

Mr. Eric Ripley, VP-Elect

Mrs. Jeanette Capshaw, Secretary

1. The November 12, 2020 meeting of the ACTE Administration Division Policy Committee was called to order at 3:00 PM by Division Vice President Dr. Patrick Biggerstaff. This meeting was held virtually via the Zoom platform. All participants were welcomed by the Vice President, who explained protocols for the virtual meeting. A slide deck was used to organize the presentation, and this resource included guidelines from ACTE staff regarding how to proceed with formal voting in the virtual environment. Because there were voting matters at hand, members of the Policy Committee voted to move into Executive Session (Starlinda Sanders (1st), Cindy Stover (2nd)).
2. Approval of the meeting agenda was motioned by Cindy Stover, seconded by Kim Gambill, and formally approved by the Policy Committee. Approval of the August 10, 2020 Policy Committee meeting minutes was motioned by Cindy Stover, seconded by Starlinda Sanders, and approved by the Policy Committee.
3. Division Vice President-Elect, Mr. Eric Ripley took time to greet meeting participants and to describe his vision for the ACTE Administration Division. He noted many successes, such as engagements with division fellows and a successful Best Practices and Innovations Conference, and he acknowledged his commitment to continuing the growth of the division.
4. Dr. Julie Pack and Mr. Martin Hanley shared the Administration Division Fellows Report. Both fellowship participants shared their appreciation for having had the opportunity to grow as Administration Division leaders. Dr. Biggerstaff complimented both individuals on their performance and their positive attitudes throughout what was an atypical year that was significantly affected by the COVID-19 pandemic.
5. The Division Vice President provided an overview of the ACTE strategic goals. He mentioned that a brainstorming activity would be included in an upcoming division business meeting. The following Policy Committee members agreed to assist with the activity by managing breakout rooms: Eric Ripley, Martin Hanley, Julie Pack, Kim Gambill, & Nancy Mulvey. Patrick Biggerstaff also noted that the association and the division have made progress against the ACTE strategic goals over a number of years. Several ACTE updates were mentioned, including partnerships with MaxKnowledge, engagements with congressional offices, and leadership in ACTE’s Virtual Professional Development Committee. ACTE Executive Director, LeAnn Wilson, also highlighted several strategic initiatives such as the introduction of an Inclusion, Access, Equity & Diversity mentorship group.
6. Representatives from CTEEC and NCLA shared Unified Division Affiliate Updates. Gina McPherson (CTEEC) announced that CTEEC would be dissolving due to decreased membership. The group no longer has the capacity to serve on the national level. Instead, they will focus on supporting members in the state of Oklahoma. CTEEC is exploring a relationship with the OK-ACTE PACE division because of the division’s focus on postsecondary educations and special populations. Gina expects this transition to take place between now and June 30, 2021. CTEEC will maintain its affiliation and its engagement with the ACTE Administration Division until that time. Dr. Biggerstaff thanked McPherson for her leadership. He also noted that there is a strong partnership that exists between ACTE and NCLA as evidenced by a recent virtual Best Practices and Innovations conference. More information regarding NCLA activities will be shared at the upcoming business meeting of the ACTE Administration Division.
7. The Division Vice President highlighted division membership trends, upcoming conference activities, and a review of division budgets. In spring 2021, a proposal will be put before members of the Policy Committee to modify the current budget. Due to a shift toward virtual meetings, several transportation-related and conference-related expenses will no longer be necessary.
8. Lastly, Policy Committee members shared content ideas for the January 2021 newsletter. In addition to promoting conference activities and online professional development resources, Starlinda Sanders offered to write an article about the drive-thru “shoebox labs” that her district is using to distribute materials to students engaged in remote learning. Gina McPherson offered to write an article on the importance of badging and micro-credentialing. Lastly, Nancy Mulvey suggested that we create a Google Form that asks members to share innovations and best practices. For example, members might share the resources, learnings, and/or efficiencies that were realized during COVID-19 related closures that they plan to continue after schools are able to return to face-to-face instruction (e.g. Virtual Tours). Patrick Biggerstaff offered to draft a Google Form and Nancy Mulvey agreed to perform an initial review before sharing the resource with the Division Policy Committee.
9. The Policy Committee moved out of Executive Session and adjourned its November 12, 2020 Policy Committee meeting at 4:00 PM (Cindy Stover (1st), Starlinda Sanders (2nd)). The next meeting of the ACTE Administration Division Policy Committee will be held in spring 2021.