1. Scorer Calibration

   Professors need to calibrate with each other. Have a department meeting and have all professors calibrate on how to correctly grade assessments. In the fall we want to ask all programs to report on their progress in calibration.

2. Continuous improvement

   3 years cycle, important because we didn't pass because we didn't do unit assessment, had to have a return visit. This is very important. First year, looked at data and found something to improve, 2nd year – address the area of improvement, 3rd year look at data and see if you were successful and see if you improved in the selected area of improvement.

   Shira will write up report after getting everyone's responses.

   Deadline is going to be June 15th

   about us, not the graduate we are trying to learn about us, our methods, frame it in a way that is not threatening. Pick people you think will be easier to work with. Asking the grads how did

6. Candidate handbooks—CTC visitors will look at handbooks for all programs. This isn't something you do right this minute, but within the next year we need to make sure all program's handbooks have been updated and sent to Hugo. We need to update the current quarter system then we need to update again with the switch to semester system. Once you convert and update your handbook, hopefully changes won't be too big. In any case we still need to update current quarter handbooks. CTC says they need to reflect new standards. Programs have more than one handbook sometimes—admission, program, intern handbook—make sure someone looks at all of those and same policy appears in each. Separate out admission stuff from program/candidate handbooks.

If you have connection with resume building, it'