



Memorandum

TO: CNME Board members
FROM: Daniel Seitz, Executive Director
RE: 2021 First Quarter Report
DATE: April 15, 2021

The following is a summary of the things that I worked on during the first quarter of 2021.

1. Planning and preparing for the January CNME board meeting
 - Developed agenda
 - Developed, distributed and reviewed meeting materials
 - Worked with AANMC to include ND programs in discussion on CNME standards
 - Communications with guests attending the meeting
 - Interactions with schools regarding agenda items related to them
 - Prepared recommendations for board actions at the meeting
 - Draft meeting minutes
 - Drafted decision letters to the various programs
 - Follow-up communications with schools that had questions about decisions.
2. USDE re-recognition hearing on CNME and related matters
 - Communications with USDE analyst assigned to CNME
 - Reviewed CNME re-recognition application and exhibits in preparation for hearing; plan how respond to anticipated questions
 - Reviewed NACIQI process and member bios
 - Attended NACIQI hearing
 - Began planning communications with schools regarding federal link utilization
 - Began reviewing revised USDE regulations to determine whether further revisions to standards and policies are necessary
3. Support for the Virginia ND association's licensure initiative
 - Reviewed draft legislation and become familiar with the history of this initiative
 - Reviewed other relevant materials (e.g., MD accreditation standards, legislative committee composition)
 - Phone calls and email exchanges with NDs involved with the initiative
 - Drafted written comments and oral testimony
 - Provided testimony at legislative hearing

4. Meetings and conference attendance
 - Attended bi-weekly ASPA meetings on Covid-related and other topics
 - Attended CHEA conference
 - Attended CNCC meeting
 - Attended ASPA conference
5. Committee-related work
 - Planned CPNME meeting in collaboration with committee chair, drafted minutes
 - Planned COSPP meeting in collaboration with committee chair; distributed useful background materials; drafted minutes
6. ND program annual reports
 - Verified that annual reports were received and complete
 - Worked with the administrative assistant to prepare annual report review forms for review teams; double-checked outstanding finding pertaining to each of the programs
 - Assigned reports to board member review teams
 - Begin reviewing annual reports
7. Revised CNME materials
 - Updated annual information report and arranged for distribution
 - Revised/updated website
 - Updated committee list
8. Work related to the operations manual
 - Revised executive director job description
 - Worked with administrative assistant and bookkeeper to revise their job descriptions
 - Began work on plan for creating board member-only and evaluator-only sections of the CNME website
9. Finance-related
 - Worked with bookkeeper to finalize FY 2020 year-end financial statement
 - Made sure that all school fees were paid and up-to-date
10. Ongoing miscellaneous tasks
 - Responded to emails and phone inquiries
 - Reviewed and approved residency certificate applications
 - Approved invoices
 - Update various documents, as needed
 - Monitored and approved contract renewals
11. Professional development activity: In January, I enrolled in a 4-credit, online beginning Spanish language course. In addition to this course being useful for my communications with UAGM and review of documents, taking an online course using

an online learning platform (Moodle) is giving me a first-hand experience of online education.

Key projects/tasks on the horizon

The following are the key projects and tasks in the upcoming months:

1. Finish reviewing the 2020 ND program annual reports; touch base with review teams as needed.
2. Plan and prepare for the May CNME board meeting; follow-up on board decisions.
3. Create members' only sections to the website for board members and site visitors.
4. Complete work on the operations manual, incorporating the new website members' only sections.
5. Plan reaccreditation site visits to NUNM, NUHS; provide accreditation self-study workshops for school staff members.
6. Plan follow-up in-person visit to UAGM.
7. Work with several schools, AANP and AANMC to strengthen utilization of the federal link for purposes of ongoing USDE recognition; touch base with legal counsel on technical questions regarding federal link status.
8. Continue COSPP work on Standard VI (and possibly include a review of Standard VII).
9. Continue CPNME work on residency competencies.
10. Work with the Nomination Committee to identify potential board candidates.
11. Work with the Strategic Planning Committee to begin a new round of strategic planning.
12. Develop options for the board to conduct the ED performance review.
13. Review with the board the option of adopting the Policy Governance model.