

CLUSTER AGENDA
October 13, 2015
1:30pm to 3:30pm
Lake Worth Campus

ITEM 1. What can faculty do to support the four Performance Funding measures (Job Placement/Continuing Education, Completion to 3-4 years, Retention, and Entry Level Wages)?

Discussion: The cluster members agreed that Job Placement/Continuing Education and Entry Level Wages were more challenging than the measures for completion and retention. The idea of providing students with: service learning, volunteer and shadowing opportunities so they can create linkages with different businesses/organizations within the community and obtain additional skills needed for the workplace was discussed and agreed to. These linkages will also provide students with an opportunity to network with different business leaders in the community.

For completion and retention the following ideas were discussed:

1. Offering more scholarships to assist with completion and retention. One of the challenges students have relates to finance. Providing more scholarships may offset some of the financial challenges students' experience which could lead to successful completion and retention.
2. Offering classes on Friday's and Saturday's may provide students with more opportunities to meet the requirements for graduation within the designated timeframe.
3. Participating in informal advising and encouraging student participation in formal advising session. Faculty can check in on the student and encourage him or her to consistently do a degree audit to ensure he or she is on the right track for graduation.
4. Fostering Professional Professor and student interactions. Everyone agreed that when a student feels the Professor cares for them they are more involved in their learning and motivated to succeed. This could lead to higher completion and retention rates
5. Having an open door policy so students can approach their Professor if they need assistance.
6. Adapting to the needs of our student by meeting the student where they are at and coaching the student to meet the collegiate requirements for the course.
7. Establishing clear expectations and requirements. This may consist of evaluating the assessment tools currently being used to ensure students understand how they are being assessed and how they can meet the expectations/requirements for the work they are being assessed on.
8. Using the tools available through the college such as SCORE to ensure completion and retention.

Action: N/A

ITEM 2. Review Cluster Minutes Guidelines -
<http://www.palmbeachstate.edu/academicservices/Documents/sectiong.pdf>

- A. Minutes should be prepared and distributed no more than one week after a cluster meeting is held.
- B. Minutes should be prepared using the standard minutes template located at <http://www.palmbeachstate.edu/academicservices/documents/TemplateClusterMinutes.doc>. Minutes must address any identified district issues set forth by the VPAA.
- C. Any cluster recommendations should be in writing and sent to the VPAA in addition to being in the cluster minutes.
- D. Any curriculum changes (new courses, revised courses, etc.) must be initiated through the established curriculum process (<http://www.palmbeachstate.edu/curriculum-development>).

Discussion: The guidelines were reviewed so everyone understood the guidelines for cluster minutes

Data/data source: N/A

Action: N/A

ITEM 3. (SCIENCE CLUSTER ONLY) Reminder to file paperwork to discontinue AST courses (AST1103 and AST1004).

Discussion: N/A

Data/data source: N/A

Action: N/A

ITEM 4. Textbooks

Discussion: The cluster members are all happy with the textbooks being used. Professor Naylor pointed out that the adjuncts she works with have not presented her with any negative feedback about the Introduction to Sociology textbook.

Data/data source: N/A

Action: No new textbooks will be considered for the next academic year

ITEM 5. General Education Assessment

Discussion: This assessment will be administered as the material the student is being assessed on is covered. This was agreed to at the last cluster meeting, in August

Data/data source: N/A

Action: N/A

Other: Professor Naylor announced she will be participating in a Cancer walk this weekend and she will be wearing a Palm Beach State College T-shirt while walking. Luke Rogers was also acknowledged for his continued attendance at the cluster meetings.

Attendance:

Professor Asif Raza
Professor Heather Naylor
Professor Luke Rogers
Professor Lystra Seenath

Submitted by:

Lystra Seenath

[name], Scribe

c. Minutes Distribution List