

**AGENDA/MEETING Minutes
QEP Implementation Team
Friday, January 11, 2013
10:00 a.m. – 12:00 noon
CBP 201, Lake Worth**

Attendance:	<input checked="" type="checkbox"/> T. Caroll Capers	<input checked="" type="checkbox"/> Eliana Carvalho Mukherjee
<input checked="" type="checkbox"/> Lyam Christopher	<input checked="" type="checkbox"/> Manuel Larenas	<input checked="" type="checkbox"/> Daniel McGavin
<input checked="" type="checkbox"/> Karen Pain, Chair	<input checked="" type="checkbox"/> Richard Reeder	<input checked="" type="checkbox"/> Helen Shub (guest)
<input checked="" type="checkbox"/> Kristy Taylor	<input checked="" type="checkbox"/> David Wells	<input checked="" type="checkbox"/> Elizabeth Wilber
<input checked="" type="checkbox"/> Mindy Yale		

ITEM 1: Welcome (back)!

Discussion: New team member, Elizabeth Wilber was officially welcomed as she rotated from the Advisory Council to work with the implementation team beginning this semester.

Data source: 2012-2013 rosters

Action: Karen Pain will send Professor Wilber reports and documents that were provided to other team members last fall.

ITEM 2: Updates

Discussion:

- Spring meetings – 1/11, 3/15, 4/5 (day-long retreat), 4/26 (submit deliverables)
Ms. Pain is in contact with the property manager of the Lankler property that is available for College meetings off campus, but he has not yet confirmed whether it will be open for the retreat on April 5th.
- Newsletter – format is being finalized; will be piloted this spring with one issue per month. It will be used as a platform to inform faculty and staff on issues or events related to critical thinking, assessment or accreditation. The newsletter will likely vary in its presentation and will be called “*GASP! Get a student pondering...*” based on conversations and a decision by QEP and General Education Assessment Committee members.
- Facione summaries and reflection: a single document is nearly complete. Ms. Pain is working on a final version in which each chapter has been summarized and reflected upon by at least one faculty or staff member of the fall cohort.

Data source: previous meeting minutes

Action: Ms. Pain will confirm the Jupiter location for the retreat as soon as possible and notify the team by email in advance of the 3/15 meeting. She will also send out a preview of the newsletter prior to the first issue delivery College-wide.

ITEM 3: Professional learning opportunities: collaboration groups

Discussion: Ms. Pain reminded the team of the QEP requirement to have “cohorts” that are studying critical thinking in an effort to share knowledge and strategies with colleagues over time. After a brief discussion regarding the pilot last spring (2012) and the subsequent work in the fall of 2012, the team discussed the idea of next year working in smaller campus groups rather than meeting as one large group.

The idea is generally appreciated and favored, but there is some concern regarding the appearance that nothing or not much is happening with the QEP if we move to smaller groups, as if we are decreasing instead of increasing our focus on critical thinking. It was agreed that we must balance a wide-spread presence, perhaps at cluster or department meetings, with an effort to have more in-depth and qualitative conversations with a consistent group of colleagues, even if the numbers are small.

Dave Wells will be conducting his workshop of the concept of forming small groups of 10-15 people, lead by coaches or facilitators who maintain structure in group meetings. Calling them “Faculty Communities of Practice,” he reported that groups are forming already in his department. Eliana Mukherjee explained that the idea has also been expressed in her department so that full-time faculty and adjuncts can meet periodically to discuss classroom issues, but that meetings may not be structured. The consensus of those present is that we should pursue the idea of collaborative groups for next fall.

Data source: QEP document, page 26
(http://www.palmbeachstate.edu/gep/Documents/PBSC_QEP_Feb2012.pdf)

Action: Ms. Pain will put this on the agenda for the March 15th meeting.

ITEM 4: Workshops

Discussion: Schedule is 2/15/13 through 2/22/13; registration will open by the end of this month (January 2013). Newsletter week of 1/22/13 and email a week later will announce schedule and link to registration. Most are prepared now to deliver the workshop they developed last fall. Mindy Yale would like some feedback on some activities she is planning, and Dan McGavin is still working on adapting the workshop he did last fall to the new format he will use in February.

Data source: previous meeting minutes

Action: Ms. Pain will follow up with both presenters (Yale, McGavin) regarding their workshops, and she will contact everyone when registration opens, monitor enrollment, and provide rosters to each presenter one week and one day before each scheduled workshop.

Meeting adjourned at 12:00pm.
Submitted by Karen Pain, Chair