

**PALM BEACH STATE
COLLEGE**

**MEETING MINUTES
Quality Enhancement Plan Development Team
Friday, January 15, 2010
11:30 am – 2:30 pm
ETA 101, Lake Worth**

Attendance:		
<input checked="" type="checkbox"/> Steve Brahlak	<input checked="" type="checkbox"/> Gail Burkett	<input checked="" type="checkbox"/> Carleton Chernekoff
<input type="checkbox"/> Robert Gingras	<input type="checkbox"/> Dana Hamadeh	<input checked="" type="checkbox"/> Judy Maxwell
<input type="checkbox"/> Joe Millas	<input type="checkbox"/> Marcella Montesinos	<input checked="" type="checkbox"/> Jeanne Murcia
<input checked="" type="checkbox"/> Karen Pain	<input checked="" type="checkbox"/> David Pena	<input checked="" type="checkbox"/> Diane Ramos
<input type="checkbox"/> Melissa Stonecipher	<input checked="" type="checkbox"/> Lynn Trezise	<input type="checkbox"/> Mindy Yale

ITEM 1. January 4th overview and results

Discussion: Team reported positive comments, feedback and participation. Some felt more time to discuss topics would have been helpful; some thought that 90 minutes was adequate. It was noted that a ‘brainstorming’ session with faculty would have been helpful in the beginning of the process instead of after the online submissions had begun.

Several new ideas were discussed during the breakout sessions, but most were overlapping and already represented. There was wide-spread support among faculty of all disciplines to change “writing across the disciplines” to “communication across the disciplines” and to include reading and speaking in that topic.

Data source: Worksheets from faculty focus groups

Action: Karen Pain will revise the proposal for “Writing across the disciplines” to make referenced changes.

ITEM 2. Review new topics and approve

Discussion: Three newly suggested topics that were reviewed and will be included as a stand-alone topic on the online vote: (1) integrate higher standards, more stringent pre-assessment for classes, more prerequisites for advanced classes; (2) develop intentionality and accountability among students; (3) Freshman Library Experience. Many other topics were reviewed, some for the second time, but will not be included on the ballot because they are either already represented in some way within other topics or would be more effective as components of a QEP topic.

Data source: Worksheets from faculty focus groups

Action: Karen Pain will complete topic proposals for, and add to the online ballot, the topics of higher standards, developing intentionality and accountability among students, and the Freshman Library Experience.

ITEM 3. Online vote

Discussion: The online vote will be open from January 19th until the 25th. Ballot must be confirmed after meeting.

Data source: n/a

Action: Karen Pain will confirm ballot topics with IRE immediately after meeting, edit proposals as needed, and upload to Web page.

ITEM 4. February forums

Discussion: Most of team will participate and help with forums on all four campuses. English faculty on Lake Worth will need to attend other forums if possible because of a conflict with the writing workshop on February 5th. Steve Brahlek cannot participate in forums but will edit necessary documents for the forums.

Data source: n/a

Action: Each team member to confirm with Karen Pain before 1/22 which forums he/she will be able to help facilitate.

ITEM 5. Other

Discussion: There is a need to add one or two more students to the team. Steve Brahlek recommended Jason Major.

Data source: n/a

Action: Steve Brahlek will get student contact information to Karen Pain.

Meeting adjourned at 2:30 p.m.

Submitted by:
Karen Pain, Chair