

PALM BEACH STATE COLLEGE

MEETING MINUTES
Quality Enhancement Plan Development Team
Friday, February 26, 2010
12:30 pm – 2:30 pm
ETA 101, Lake Worth

| Attendance: | | |
|---|---|---|
| <input checked="" type="checkbox"/> Steve Brahlek | <input checked="" type="checkbox"/> Gail Burkett | <input checked="" type="checkbox"/> Carleton Chernehoff |
| <input checked="" type="checkbox"/> Robert Gingras | <input checked="" type="checkbox"/> Dana Hamadeh | <input checked="" type="checkbox"/> Robin Johnson |
| <input checked="" type="checkbox"/> Jason Major | <input checked="" type="checkbox"/> Judy Maxwell | <input checked="" type="checkbox"/> Joe Millas |
| <input checked="" 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 checked="" type="checkbox"/> Melissa Stonecipher |
| <input checked="" type="checkbox"/> Lynn Trezise | <input checked="" type="checkbox"/> Mindy Yale | <input checked="" type="checkbox"/> Patrick Tierney |

ITEM 1. Forum feedback

Discussion: Almost all feedback from campus forums was positive. Input was received from faculty, staff, provosts and external community.

Data/source: Forum worksheets

Action: n/a

ITEM 2. Fall term – QEP Writing Team / schedule and responsibilities

Discussion: Full-time faculty present who would like to stay on or be added to the team to write QEP: Gail Burkett, Carleton Chernehoff, Judy Maxwell, Jeanne Murcia, and Lynn Trezise. Joe Millas and Melissa Stonecipher will remain on the Assessment Committee. Non-faculty present who also wish to remain on team: Jason Major (student), Marcella Montesinos (Honors College). Dana Hamadeh (Student Learning Center) and David Pena (Library Learning Resource Center) will confirm at a later date.

Meeting dates for fall were provided as 8/27, 9/10, 9/24, 10/1, 10/15, 11/5, and 11/19. A December meeting will be held if needed. Full-time faculty will assume responsibility of working during non-meeting weeks to run sub-committees as needed and to write sections of the QEP as delegated.

Data/source: n/a

Action: Karen Pain will update list of faculty to submit to Dr. Sass for confirmation of release time.

ITEM 3. Results of “voting”: campus and college-wide preferences

Discussion: Data summary was shared and Karen Pain offered to provide any detailed reports of the campus forum and online polls votes by request. Overlapping support for QEP focus topics of communication, critical thinking, and placement were evident. Although there was some concern about enough content to propose a plan for placement, because of strong college-wide interest, all agreed that we should and will submit a proposal to administration for each topic.

Data/source: Raw data and summaries from Institutional Research and Effectiveness, worksheets and voting results from forums

Action: The committee will propose a QEP focus on communication, critical thinking, or placement.

ITEM 4. Writing proposals - additional feedback, brainstorming and delegating sections

Discussion: The committee discussed best options to collectively present a formal proposal in one document. All present wish to solicit one more round of feedback from the College regarding exactly what individuals would like to see included in any one of the three topics.

Data/source: n/a

Action: Gail Burkett, David Pena, and Melissa Stonecipher will develop and write initiatives – to include goals and assessments – for the topic of communication. Judy Maxwell will write a ‘faculty-development’ initiative for the topic of critical thinking. Dana Hamadeh will write an initiative related to getting students to “just think”. Karen Pain will write a suggested proposal to send out to the team for feedback; she will also write an overall justification of the three topic choices, and an individual rationale for each topic selected.

Karen Pain will ask for all-user emails to be sent. Any feedback received will be collected, sorted, and added to proposals as appropriate as sections should be completed before the 3/19 meeting.

The committee will continue to discuss the feasibility of proposals at the next meeting. Changes and edits will occur between the 19th and 26th. Proposals will be finalized on March 26 to the extent possible in an effort to submit to administration by 3/31/10.

Meeting was adjourned at 2:30 p.m.

Submitted by:

Karen Pain, Chair