

PALM BEACH STATE COLLEGE

Meeting Minutes
Quality Enhancement Plan Development Team
Friday, March 19, 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 type="checkbox"/> Robert Gingras	<input checked="" type="checkbox"/> Dana Hamadeh	<input checked="" type="checkbox"/> Robin Johnson
<input type="checkbox"/> Jason Major	<input checked="" type="checkbox"/> Judy Maxwell	<input checked="" type="checkbox"/> Joe Millas
<input type="checkbox"/> Marcella Montesinos	<input checked="" type="checkbox"/> Jeanne Murcia	<input checked="" type="checkbox"/> Karen Pain
<input type="checkbox"/> David Pena	<input checked="" type="checkbox"/> Diane Ramos	<input type="checkbox"/> Melissa Stonecipher
<input checked="" type="checkbox"/> Lynn Trezise	<input checked="" type="checkbox"/> Mindy Yale	

ITEM 1. New members

Discussion: Robin Johnson was welcomed onto the development team.

Data/source: n/a

Action: n/a

ITEM 2. Current feedback

Discussion: Karen Pain reported that a college-wide email had gone out to announce the top three topics of communication, critical thinking and placement. All were given the chance to use the Web page Response Form to contribute an idea to develop a plan to focus on any or all of the three topics. 70 responses were received; most were reminiscent of previous suggestions but some new ones were noted.

Data/source: Web and email response forms

Action: n/a

ITEM 3. Fall release time – supervisor approval!

Discussion: Faculty members who will serve on the fall writing team are: Jackie Berg, Gail Burkett, Joanne Cameron, Carleton Chernehoff, Brian Findley, Judy Maxwell, Sallie Middleton, Jeanne Murcia, Karen Pain, and Lynn Trezise. Supervisor approval is pending for all. Dan McGavin may also be added, pending other obligations. Non-faculty members are still being added.

Data/source: n/a

Action: Fall members will obtain supervisor approval.

ITEM 4. Review of draft – approve initiatives

Discussion: Document format: team confirmed the presented format of a single document to include common narrative regarding verification of broad-based support and justification of topic selection with separate proposals for each topic.

Communication: Initiatives for a communication focus are complete, unless team members add to them before March 26: approved were reading, writing, speaking, and faculty development.

Critical thinking: everyone approved initiatives for faculty development, student learning, and projects. An initiative for portfolios was rejected as a stand-alone initiative; however, the team would like to propose a “catch-all” initiative in which students would have multiple extension opportunities to “go deeper” or “reach higher” or something similar. Student portfolios and community service projects would be two such opportunities.

Placement: All initiatives for placement were approved. “Smart start and finish strong” will include writing samples (pending results of a one year, one campus pilot), risk-indicator assessment, and stronger course exit requirements. While it was originally suggested that testing costs be passed on to the students, concern about doing so was noted. Karen Pain will meet with Jim Duffie later in March to discuss options. We also will propose in the placement focus: strengthening the academic support system (more full-time faculty, a division coordinator, stronger tutor qualifications); revision of development education program completion requirements; and faculty development.

Data/source: QEP Proposal draft

Action: Team members will think of other critical thinking projects through the week, as well as a name for this initiative. Karen Pain will revise current proposals to reflect changes discussed, compile a succinct list of initiatives for final review, and ask for final feedback and suggestions for change before Wednesday, 3/24/10. Any suggestions will then be incorporated into the revised document by the next meeting on 3/26/10 for one last look. Goals, assessments, and budget items will also be added by that date. Anyone who will not be at the 3/26 meeting will be asked to look at the list and offer feedback by email in a timely manner.

ITEM 5. Review of additional ideas - sustainability

Discussion: Karen Pain asked all team members to consider how we might integrate sustainability into any of these plans without duplicating current strategic plan initiatives. Some college-wide support for this topic had been previously indicated and, particularly with a critical thinking focus, it may be possible to develop ‘themed’ assignments or projects to help the college focus on ‘green’ issues while simultaneously focusing on academic improvement within our QEP.

Data/source: Previous Web and email submissions

Action: Team members will think of ideas through the week and discuss at next meeting.

Meeting adjourned by 2:30 p.m.

Submitted by:

Karen Pain, Chair