

AGENDA

Quality Enhancement Plan Implementation Team
Friday, October 14, 2011, 10:00 am – 12:00 pm
ETA 101, Lake Worth

Attendance:		
<input checked="" type="checkbox"/> Kim Allen	<input checked="" type="checkbox"/> Carleton Chernekoff	<input checked="" type="checkbox"/> Lyam Christopher
<input checked="" type="checkbox"/> Brian Findley	<input checked="" type="checkbox"/> Dan McGavin	<input checked="" type="checkbox"/> Karen Pain
<input checked="" type="checkbox"/> Ana Porro	<input checked="" type="checkbox"/> Roger Ramsammy	<input checked="" type="checkbox"/> Yelena Rudayeva
<input checked="" type="checkbox"/> Kristi Taylor	<input checked="" type="checkbox"/> Lynn Trezise	

ITEM 1: SACS visit results

Discussion: Dr. Sass visited the meeting to express her gratitude to the team for their efforts in contributing to a successful QEP and SACS visit. The QEP was “deemed acceptable” by the visiting team so the College can move forward with the plan but must address two minor recommendations. These will be addressed with slight modifications that were already anticipated. Details can be discussed after we received the preliminary draft report which is expected within two weeks.

Data/source: Verbal comments from the SACS exit interview on October 13, 2011.

Action: Karen Pain will work with IRE to consider possible revisions when the report is received from the visiting team. IRE director Jennifer Campbell will then be invited to meet with the QEP implementation team to discuss the suggested revisions.

ITEM 2: Development Day, 10/19/11

Discuss Supplies are available for pick-up at meeting. Facilitators should get with Karen Pain or Helen Shub on Monday if there are any questions on the round table discussion activities. Kim Allen will facilitate but was at a conference during the facilitator training meeting October 7th so will need to be trained.

Data/source: n/a

Action: Karen Pain will meet Kim Allen in her office on or by Monday, October 17th to review facilitator instructions.

ITEM 3: Workshop times

Discussion: Karen Pain explained that she had not yet reserved rooms because there had been some discussion after the last meeting about Saturday times and she wanted to first confirm that the team is able to commit to Saturday.

Each team member identified his/her available times to facilitate workshops during the week of January 23rd, 2012. Two workshops will be offered Wednesday, 1/25/12 on the Belle Glade campus; workshops will be offered Tuesday, Wednesday, Friday, and Saturday on the Lake Worth and Boca Raton campuses, and at least Tuesday, Wednesday, and Friday on the Palm Beach Gardens campus.

Data/source: n/a

Action: Karen Pain will organize identified days and times by campus and facilitator, sending this information out in table form. Each team member will confirm correct time is listed for him/her. Upon confirmation of team availability, Karen Pain will reserve rooms for workshops on each campus according to the schedule.

ITEM 4: Workshop development

Discussion: It was decided that the initial workshops should provide a way for participants to identify actions that represent critical thinking and actions that do not represent critical thinking as defined by the QEP.

Most workshops will be two hours, but the ones on Belle Glade will be shorter because of scheduling on that campus. Specific content will be decided at the 10/21 and 11/4 meetings, but it was decided that all include opening activities, focused content, and a “take-away” that will afford participants the opportunity to apply workshop content.

Data/source: n/a

Action: All will consider preferences for ice-breaker activities, primary content, and ideas for how participants can apply the content.

ITEM 5: Meeting minutes

Discussion: Minutes from the August and September meetings are online, but were posted before they were reviewed by the team.

Data/source: <http://www.palmbeachstate.edu/x19440.xml>

Action: All were asked to review for accuracy and send any corrections to Karen Pain so she can update if needed.

ITEM 6: Other

Discussion: Karen Pain asked the team to begin thinking about how we will best roll out the Student Awareness Campaign and the Resource Centers next spring. We must determine this semester what materials to include in each, and for the campaign, how to disseminate the information. Karen also asked the team for input about sending bookmarks out this term versus using them as part of the campaign next term.

Brain Findley suggested that we begin to distribute bookmarks in January since it's the beginning of a new semester. There was general consensus for this idea instead of sending the bookmarks out this term.

It was also suggested that we continue to use “table-tents” but to change the content into the definition of critical thinking on one side, and reasons critical thinking matters on the other side. Lyam Christopher suggested finding important statistics about the critical thinking skills required for jobs to use as reasons critical thinking matter. Lynn Trezise suggested that we find several reasons why critical thinking is important and list them separately with different colors on the table-tents: one table-tent has only one reason and is a different color than another table-tent with another reason. Carleton Chernekoff suggested using riddles for each reason.

Table-tents should be placed in high-traffic areas including labs (Student Learning Centers), advising, libraries, student lounges, and the cafeteria. Table-tents and other

print material as advertising are preferred over an information packet as originally discussed for QEP Strategy 1.2 (Student Awareness Campaign).

Lyam Christopher asked that we specifically look for materials that will help faculty and staff identify “stumbling blocks” that cause students to not think critically, and that similarly offer practical measures to help student overcome such weaknesses that prevent the process of thinking critically.

Two additional items that arose during conversation included the following:

1. Dan McGavin’s suggestion that at some point we encourage students to build phone apps and websites that encourage the use of a critical thinking process.
2. Carleton Chernekoff shared that Publix is sending its employees to a 3-day workshop on critical thinking. The grocery store chain is apparently emphasizing critical thinking to its employees.

Data/source: n/a

Action: Karen Pain will create a bullet-point list of “things to consider” in preparation of our next meeting. This list will include items related to workshop content, identification of resources, and the student awareness campaign.

Brian Findley will ask one of his students, an employee at Publix, for more details about the Publix workshops and Karen Pain will check for the same information with the manager of a local Publix.

Meeting was adjourned late at 12:10 pm.

Submitted by: Karen Pain, QEP manager