AGENDA/MEETING Minutes
QEP Implementation Team
Friday, November 1, 2013
10:00am – noon
TC427, Lake Worth Campus

Attendance:	☑ Hilary Ashmen	☒ Andrew Burnstine
☒ Jennifer Campbell	☑ Lyam Christopher	☑ Tracy Ciucci
☑ Laura Gainer	☑ John Gaul	☒ Lynnmarie Gomes-Highsmith
☑ Roland Holt	☑ Pamela Mason-Egan	☑ Marilee McGaughey
☑ Joseph Millas	☑ Marcie Pachter	☑ Karen Pain, Chair
☑ Andrew Plotkin	☒ Magdala Ray	☑ Helen Shub
☑ Marjorie Simon		

ITEM 1 **QEP required initiatives**
Discussion: Ms. Pain discussed the Level 1 and Level 2 Professional Development requirements of the QEP, explaining that "Level 1" is an attempt to expose all College employees to the institutional focus on critical thinking and "Level 2" is a deeper study by at least one cohort annually. Other required initiatives are the alignment of all program outcomes to the QEP critical thinking (completed initially in the fall of 2012) and the establishment of resource centers on all campuses. Books and resources have been purchased and catalogued for Lake Worth, Palm Beach Gardens, and Belle Glade, but because Boca Raton has no library, employees on Boca campus currently must contact Ms. Pain to check out the resources. Panther Online Learning Objects (POLO) is also going to be used as an online repository.

It was suggested that when possible, POLO objects be duplicated in Blackboard as course-ready Tools that faculty can use immediately.

Data source: QEP document, http://www.palmbeachstate.edu/qep/Documents/PBSC_QEP_Feb2012.pdf
Action: Ms. Pain will follow up with Sid Beitler (eLearning Director) and Susan Setterlund (POLO curator) to determine how to achieve replication of POLO objects in Blackboard.

ITEM 2 **Future plans for workshops**
Discussion: The original workshop, piloted in spring 2012, has been developed and is available online, both from the QEP website and in Blackboard. The introductory workshop focuses on defining and discussing the basic tenets of critical thinking. Ms. Pain also reported that last spring, 18 workshops were delivered that integrated critical thinking into specific topics that were of interest to faculty on the implementation team, several of which were repeated this fall. In the spring, the QEP Implementation Team will organize and facilitate a critical thinking institute to be delivered during the morning of Development Day, March 26th.

Ms. Pain suggested that she would like to determine a way, other than the usual survey, to follow up with workshop participants in the semester after their attendance to find out if and how they

are using what they learned to improve their practice. Discussion followed and it was suggested that workshop facilitators personally contact attendees to make the inquiry, and that when participants have made changes, that they be invited to attend subsequent workshops to share how they have used the content. It was also suggested that participants could be given something in writing to let them know they will be contacted at a future date so they are prepared for a personal email or phone call from the presenter.

Additional discussion included options for a "keynote" or general session during the critical thinking institute. The consensus is that Palm Beach State has sufficient internal talent to develop a fun yet meaningful presentation, and perhaps one that can be interactive, but one person also suggested that bringing in an external speaker might lend some "authority" or "credibility" to the topics that will be presented during breakout sessions. There was also some discussion about combining an external speaker with an internal presentation to reach the audience with key points while they are all gathered in one place.

Data/source: Previous workshop schedules, QEP office files.

Action: Ms. Pain will bring the idea of personal contact as a means to follow up on the workshops to the QEP Implementation Team at the next meeting (11/15/13). She will also work with Helen Shub to ensure that efforts are aligned with the work being done by the General Education committee and the role of its members in the facilitation of spring Development Day.

ITEM 3 **The QEP rubric**

Discussion: The QEP rubric has been in use for one year as a way to analytically score scenarios that are part of the General Education assessment cycle. To perpetuate the common vocabulary that may be used to describe critical thinking, Ms. Pain would like to make the rubric available to faculty College-wide. It is currently on the QEP webpage and can be formally introduced next spring in the critical thinking institute, but Ms. Pain asked for additional suggestions.

Tracy Ciucci suggested making it available in Blackboard as a "Tool" that can be used by those who use Blackboard. Marcie Pachter suggested offering it formally because it is a tool that can be adapted for a variety of courses and assignments.

Ms. Pain also suggested that she would also like to find faculty who would be willing to share results of the rubric when it is used. Professor Ciucci again suggested that Blackboard may be excellent for this because of the new Grade book feature that is available to all.

Data source: QEP rubric: http://www.palmbeachstate.edu/qep/instructor-resources.aspx

Action: Ms. Pain will follow up with Sid Beitler (eLearning Director) to determine how to make the rubric, and results when possible, available in Blackboard.

ITEM 4 **Professional Learning Groups**

Discussion: Ms. Pain explained that the QEP Implementation Team, as part of the Level 2 professional development, has unintentionally become a professional learning group (PLG), and further, that the team would like to see similar learning groups replicated College-wide. As a practice, PLGs are known as Communities of Practice and are known to be very helpful in creating a safe place for faculty and staff to meet regularly for the purpose of improving their professional practice. One additional PLG may be forming as a result of one of the QEP workshops. The implementation team will be discussing the concept of PLGs in the coming months, and Ms. Pain asked for Council members to give the idea some thought and provide feedback if they have ideas regarding the implementation of PLGs on a wider scale. An immediate suggestion was to incorporate the use of Blackboard as a tool in facilitating PLGs.

Data source: http://wenger-trayner.com/theory/
Action: Ms. Pain will send email to all with a copy of the minutes reminding them to provide feedback.

ITEM 5 **SAC funding**
Discussion: Ms. Pain was able to secure $1000 funding from the Student Activities and Services Fee Committee for the 2013-2014 year. These funds can only be spent on College-wide activities that include an invitation for students on all campuses, but the funds can be used for prizes, food, or other incentives. The QEP Implementation Team will be working on a plan to roll out a contest in which students will respond to a prompt by essay or other means in the spring semester with individual and class winners selected on each campus. Parameters will be discussed by the implementation team during the November meeting (11/15) and subsequently communicated to the Advisory Council for feedback before plans are made final in December.

Data source: October 1, 2013 meeting minutes:
http://www.palmbeachstate.edu/qep/Documents/QEPminutes-Oct11-2013.pdf
Action: The QEP Implementation Team will determine the parameters of the contest at their 11/15 meeting and plans will be immediately forwarded to the Council for final input before announcing it to the College.

ITEM 6 **Marketing brochure**
Discussion: Ms. Pain reported that she will be working with CRM to produce a "marketing" brochure that will become a tool to communicate of the QEP goals, outcomes, initiatives, and other elements deemed essential such as the College's critical thinking definition.
Data source: n/a
Action: Ms. Pain will keep the Council updated as the project moves forward.

ITEM 7 **Annual Report**
Discussion: Ms. Pain thanked Council members for their feedback and said that the 2012-2013 Annual Report is now completed, pending any additional feedback from the District Board of Trustees. The original presentation date was 11/12/13, but was rescheduled until January 14, 2014. The report is posted online and will be edited if needed after the January Board meeting. The report was formatted using the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements for the 5th-year Interim Report that must include a QEP Impact Report.

Data source: QEP annual report: http://www.palmbeachstate.edu/qep/Documents/QEPreport-2012-2013.pdf
SACSCOC requirements (see page 2, Part V):
http://www.sacscoc.org/fifth%20year/Summary.The%20Fifth%20Year%20Interim%20Report.pdf
Action: Ms. Pain will present the annual report to the Board during the January 2014 meeting and report any subsequent comments or updates to the Council.

Meeting adjourned at 11:45am.
Submitted by: Karen Pain, Chair