

**Minutes
QEP Advisory Council
Friday, April 19, 2013
10:00am – 11:30am
CBP 201, Lake Worth Campus**

Attendance:	<input checked="" type="checkbox"/> Lucia Adrian	<input checked="" type="checkbox"/> Kim Allen
<input checked="" type="checkbox"/> Hilary Ashmen	<input checked="" type="checkbox"/> Gail Burkett	<input checked="" type="checkbox"/> Susan Caldwell
<input checked="" type="checkbox"/> Joanne Cameron	<input checked="" type="checkbox"/> Jennifer Campbell	<input checked="" type="checkbox"/> Carleton Chernehoff
<input checked="" type="checkbox"/> Lillian Cortina	<input checked="" type="checkbox"/> Gokarna Gharti-Chhetri	<input checked="" type="checkbox"/> Brian Findley
<input checked="" type="checkbox"/> Rob Gingras	<input checked="" type="checkbox"/> Sabrina Greenwell	<input checked="" type="checkbox"/> Mauvette Joseph
<input checked="" type="checkbox"/> Mark Kattoura	<input checked="" type="checkbox"/> Pam Mason-Egan	<input checked="" type="checkbox"/> Judy Maxwell
<input checked="" type="checkbox"/> Marilee McGaughey	<input checked="" type="checkbox"/> Joe Millas	<input checked="" type="checkbox"/> Jeanne Murcia
<input checked="" type="checkbox"/> Tony Piccolino	<input checked="" type="checkbox"/> Andy Plotkin	<input checked="" type="checkbox"/> Magdala Ray
<input checked="" type="checkbox"/> Luke Rogers	<input checked="" type="checkbox"/> Helen Shub	<input checked="" type="checkbox"/> Karin St. Pierre
<input checked="" type="checkbox"/> Vetaley Stashenko	<input checked="" type="checkbox"/> Richard Stormer	<input checked="" type="checkbox"/> Megan Tomei

ITEM 1. Expectations and status

Ms. Pain went over several expectations for the 2012-2013 year, most of which have either been completed or are on track for year-end or summer completion. These actions included:

- annual report for pilot year with presentation to District Board of Trustees – completed November 2012
- sending faculty to conference – completed October 2012 (St. Petersburg College Critical Thinking Institute; three faculty went with Karen Pain)
- spring workshops – completed February 2013 (18 workshops delivered, all campuses participated, 107 faculty and staff attended)
- assessment of QEP outcomes – in progress; skills-based outcomes completed in fall 2012; disposition-based outcome being assessed in spring with results due in early summer
- rubric integration – in progress (goal was to initiate conversation and begin to find faculty who could integrate rubric; rubric is currently used as guiding tool for several faculty with three faculty members reporting results by summer)
- program outcomes alignment – completed October 2012
- identify program assessment benchmark and measures – completed (part of existing IRE processes)
- integration of QEP into new faculty, employee, and adjunct orientations and training – in progress (will be completed during Summer A semester)

There was some discussion about workshops. Many present had attended one or more workshops and suggested that it would be beneficial to the campuses to offer the workshops again but to get more specific with some of the content in helping participants know how to apply it in their classroom or work settings.

Additionally, Sabrina Greenwell reported that she was able to use the QEP rubric with students completing a field observation reflection assignment. Professor Greenwell said that reflections were an improvement over those written by previous students who did not have the benefit of the rubric. Professor Megan Tomei also used an adaptation of the rubric in her speech classes but could not be present to report the results.

Data: Report:
http://www.palmbeachstate.edu/qep/Documents/QEP_InitialReport_111312.pdf
QEP meeting minutes:
<http://www.palmbeachstate.edu/qep/meeting-minutes.aspx>

Action: Ms. Pain will report back to Implementation Team regarding workshop input and ideas to offer more specific help will be discussed.

ITEM 2. Additional accomplishments

Ms. Pain reported that in addition to QEP requirements, the implementation team successfully achieved the following:

- several pages of documented activity that demonstrates that the QEP is having some effect College-wide as it relates to engaging faculty and staff in a focus on critical thinking; document is informal and has not been shared publically yet
- workshops video-taped and uploaded to web
- partnered with the committee for Panther Online Learning Objects (POLO) to house the online repository of critical thinking strategies as we move forward
- partnered with the General Education Assessment committee to pilot a newsletter (*GASP! Get a Student Pondering*)
- participated in an all-day retreat to maximize planning and work time (4/5, north campus)

Professor Luke Rogers added that the Philosophy Club (for which he is an advisor) worked with the Ethics Institute to offer a Lake Worth campus forum on critical thinking and ethics.

Action: Ms. Pain will add the Philosophy Club's activity is to the list of additional accomplishments.

ITEM 3. 2013-2014

Committee members were asked to confirm their interest in remaining on the Advisory Council next year. Opportunities will include submissions to POLO, using rubric when possible, facilitating or assisting with the fall workshops or a one-day institute in the spring, writing newsletter articles or participating in professional learning groups.

Meeting adjourned at 11:30am.

Submitted by: Karen Pain, QEP Manager and Committee Chair