

**AGENDA/MEETING Minutes
QEP Implementation Team
Friday, October 11, 2013
8:30am – 3:30pm
TEC109, Belle Glade Campus**

Attendance:	<input checked="" type="checkbox"/> Caroll Capers	<input checked="" type="checkbox"/> Eliana Carvalho Mukherjee
<input checked="" type="checkbox"/> Carleton Chernehoff	<input checked="" type="checkbox"/> Manuel Larenas	<input checked="" type="checkbox"/> Karen Pain, Chair
<input checked="" type="checkbox"/> Deborah Snowberger	<input checked="" type="checkbox"/> Kristy Taylor	<input checked="" type="checkbox"/> David Wells
<input checked="" type="checkbox"/> Shannon Whitman	<input checked="" type="checkbox"/> Elizabeth Wilber	<input checked="" type="checkbox"/> Mindy Yale

Note: This meeting was held as a “retreat” to allow for more in-depth discussion that included a deeper consideration of some topics with brief planning for others.

ITEM 1 Communities of Practice / Professional Learning Groups (PLG)

Discussion: Professional learning groups, formally known in the literature as Communities of Practice, were discussed by the team. Members participated by working in dyads and triads to discuss threats and incentives to faculty and staff participation in formal professional learning. The team would like to launch PLGs by the end of spring and will continue this discussion in subsequent meetings this year to determine best practices both in learning and in the logistics of forming groups.

Data source: <http://wenger-trayner.com/theory/>

Action: Discussion will remain on agenda in November and January meetings; decisions for moving forward with implementation will be made at the January retreat.

ITEM 2: Travel Forms

Discussion: Ms. Pain provided travel forms and requested that they be submitted as soon as possible, no later than 10/31/13, in keeping with the monthly submission requirement.

Data/source: n/a

Action: Team members will submit travel forms by 10/31/13.

ITEM 3 Workbook

Discussion: The team did not meet its 9/30 deadline for completing the workbook for the introductory workshop. Ms. Pain decided that the workbook can be loaded later in the semester and if anyone requests access to the Blackboard course, the workbook can be made available in sections.

Data source: n/a

Action: Ms. Pain will continue to make edits and will send to team when revisions are complete.

ITEM 4 Critical Thinking Institute

Discussion: Everyone was asked to prepare their workshops for the spring, and to give thought to how breakout sessions might be scheduled. Decisions will be made at the November meeting regarding an external speaker or internally developed keynote/plenary session and regarding the number and length of breakout sessions.

Data source: 9/13/13 meeting minutes

Action: n/a

ITEM 5 Student Activities Funds

Discussion: Options were discussed for involving all campuses in activity to promote critical thinking among students. It was decided that the QEP team will sponsor a College-wide contest in which students will respond to a prompt by essay or other means. Two prize categories will be established so that students and classes can win.

Data source: n/a

Action: Decisions will be made at the 11/15 meeting regarding prize amounts and contest parameters to ensure college-wide participation.

ITEM 6 Newsletter

Discussion: The first issue will be sent soon; it is in its final stages now as a preview to this year's format. Team members were asked to write two short and one long article as potential contributions to an issue this year.

Data source: n/a

Action: Team members will write two short and one long article for *GASP!* this year, submitting at least one of any length at or before the November 15th meeting.

ITEM 7 Scenarios Scoring Session

Discussion: To prepare for participation in the scoring the critical thinking scenarios that were administered as part of the General Education Assessment Cycle, Ms. Pain facilitated a calibration session in which sample student responses were read aloud and scored by everyone present. Scoring in each case was discussed so that range finders could be established. The team then determined five groups of two readers who will score the scenario responses in the coming weeks.

Data source: available scenario responses that have been completed as part of the General Education Assessment Cycle and submitted to IRE

Action: Ms. Pain will convene groups to read scenario responses when they are available later in October.

ITEM 8 2013-2014 Deliverables

Discussion: Ms. Pain asked all faculty team members to be mindful of how they are teaching and assessing critical thinking in their classes, and to be mindful of how they might effectively document those strategies for submission to Panther Online Learning Objects (POLO) during the spring semester.

Data source: n/a

Action: Team members will determine what strategy they use that can be documented this year and shared in POLO.

Meeting adjourned at 3:20pm.

Submitted by:

Karen Pain, Chair