

**AGENDA/MEETING Minutes  
QEP Implementation Team  
Friday, September 13, 2013  
1:00pm – 3:00pm  
TC 427, Lake Worth**

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<b>Attendance:</b>	<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

**ITEM 1      Recap August 23 virtual meeting**

**Discussion:** Introductions were made. Karen Pain updated the team on summer progress on the virtual workshop, “Introduction to the QEP and Critical Thinking” and accompanying workbook and resource guide. Five full-time faculty members and a learning specialist worked over the summer to film the video overviews for short modules and Ms. Pain filmed a welcome/orientation; the workbook continues to be developed. The workshop and materials should be available before the October meeting both from the QEP webpage and in Blackboard as a professional development course. The welcome module with the invitation is being inserted into required online adjunct training, and will be emailed to all deans so that all faculty and adjuncts will be aware of the virtual workshop option.

**Data source:** n/a

**Action:** Team members will submit new material for and edits to workbook to Ms. Pain by Friday, 9/20/13.

**ITEM 2:      2013-2014 Expectations**

**Discussion:** The team discussed the ‘deliverables’ for this year which include: facilitating workshops in the fall (optional) and spring “institute” (Development Day, required), newsletter contributions, new documented strategies that can be added to POLO, assessment (some will be selected to participate in the *California Critical Thinking Skills Test* or *Disposition Inventory*; all are expected to assist in grading scenarios), use of critical thinking rubric, and continued professional learning.

**Data/source:** n/a

**Action:** Ms. Pain will provide additional details and expected deadlines at the October and November meetings.

**ITEM 3      2013-2014 meeting dates and professional learning**

**Discussion:** Meeting dates are 10/11 (8:30am-3:30pm), 11/15 (10am-noon), 1/10 (8:30am-3:30pm), 2/7 (10am-noon), and 4/7 (10am-noon). Participation is also expected in a critical thinking institute to be delivered on 3/26 during morning activities of Professional Development Day. Reimbursement for inter-campus travel to meetings is available but must be requested monthly.

Professional learning will be integrated into planning meetings so that the team can function as a cohort professional learning group and determine how to develop small PLGs College-wide in

future semester. In the meeting today, team members participated in a brainstorming session to discuss critical thinking terms as defined in Paul and Elders' "Intellectual Standards," how they teach critical thinking, and how they know students are thinking critically.

The single day institute at St. Petersburg College is not offered this year, so team members were asked to investigate similar opportunities for external professional development that might become available.

**Data source:** <http://www.criticalthinking.org/pages/universal-intellectual-standards/527>  
<http://www.spcollege.edu/criticalthinking/professionals/cti.htm>

**Action:** Ms. Pain will ensure Outlook meeting notices for all meetings, and send advance reminders with professional learning and other agenda items when possible.

#### **ITEM 4 Resources**

**Discussion:** Resources were purchased at the end of spring semester that are ready to be made available for check out on each campus. One resource, *A Guide for Educators to Critical Thinking Competency Standards*, will be delivered to all faculty, instructors, and adjuncts in the coming weeks. When this resource is sent out, it will be accompanied by an announcement of opportunities in this academic year.

All team members were asked to browse POLO and develop ideas for future virtual learning objects that specifically relate to teaching or assessing critical thinking.

**Data source:** <http://cdm16073.contentdm.oclc.org/cdm/>

**Action:** Ms. Pain will finalize the announcement and send to team for feedback by 9/20. Feedback will be requested by 9/24 so that the mailing can occur before 9/30. All will be prepared at the October meeting to discuss virtual learning objects that can be added to POLO.

#### **ITEM 5 Student Activities Funds**

**Discussion:** \$1000 is available from Student Activities to award to faculty or staff who coordinate and facilitate student-centered activities or events that will promote critical thinking. Criteria was considered for awarding mini grants, and a discussion ensued regarding whether or not the QEP Implementation Team might facilitate it's own student-centered event.

**Data source:** n/a

**Action:** The discussion will continue and a decision will be made on 10/11/13.

#### **ITEM 6 Newsletter**

**Discussion:** Comments about the pilot newsletter, *GASP! Get a Student Pondering*, were positive as they were shared with both Karen Pain and Helen Shub last spring, so production will continue this year. The newsletter has been a joint effort between the QEP and assessment committees, and the merits of the continued partnership were discussed. It was decided that the partnership will continue with at least one issue produced this fall semester, and monthly issues to follow in the spring as was done last year.

**Data source:** n/a

**Action:** Karen Pain will communicate discussion results with Helen Shub once publication dates and the plan for contributions have been determined.

Meeting adjourned at 3:00pm.

Submitted by:  
Karen Pain, Chair