

AGENDA/MEETING Minutes
QEP Implementation Team
Friday, April 26, 2013
10:00am – 12:00 noon
CBP 201, Lake Worth

Attendance:	<input checked="" type="checkbox"/> Caroll Capers	<input checked="" type="checkbox"/> Eliana Carvalho Mukherjee
<input checked="" type="checkbox"/> Lyam Christopher	<input checked="" type="checkbox"/> Manuel Larenas	<input checked="" type="checkbox"/> Daniel McGavin
<input checked="" type="checkbox"/> Karen Pain, Chair	<input checked="" type="checkbox"/> Richard Reeder	<input checked="" type="checkbox"/> Helen Shub (guest)
<input checked="" type="checkbox"/> Kristy Taylor	<input checked="" type="checkbox"/> David Wells	<input checked="" type="checkbox"/> Elizabeth Wilber
<input checked="" type="checkbox"/> Mindy Yale		

ITEM 1

Deliverables

Ms. Pain thanked those who had completed the documentation of their classroom strategies to teach and assess critical thinking. To date, 14 strategies have been received, but not have been formatted sufficiently to be uploaded to POLO. Additional deliverables for this academic year that have been completed or are in progress include the following:

- 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) and at least one additional faculty will attend a conference this summer to receive external input regarding best practices to teach and assess critical thinking. Begin considered is the Teaching Professor Conference, May 31-June 2. There is not enough funding for anyone to attend the Critical Thinking Foundation conference in Berkley, California, but it will be considered again next year.
- 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 (video course being developed; will be completed during Summer A semester)

- resource purchases – three new texts and a 22-booklet sample from the Critical Thinking Foundation for each campus have been purchased. Ms. Pain will be in touch with PTLC and library staff on each campus to make arrangements to add these to existing faculty and staff resources and to make them available for borrowing. Faculty on the QEP team in 2013-2014 will be asked to monitor “check-out” of these resources. Additionally, 500 copies of one critical thinking booklet for distribution in the coming months, and will be supplemented with more booklets by fall so that all faculty and adjuncts have a copy by fall 2013.

Additional conversation related to how the deliverables will be linked on the QEP page once inventory is established within POLO. Consensus is that we should have a page with topical links, arranging any strategies by their content and giving credit to the contributor (rather than arranging by contributor).

Data source: Previous meeting minutes (<http://www.palmbeachstate.edu/qep/meeting-minutes.aspx>)

Action: Members interested in the September training will contact Ms. Pain as soon as they know they can attend. Ms. Pain will forward the newly purchased critical thinking booklet to team once it has been stamped as being funded by the QEP, and she will contact those who will help her on the adjunct training initiative this summer to help with the video script and filming.

ITEM 2 Retreat summary

Overall, retreat was successful in that there was time to reflect on the challenges and successes in 2012-2013, and some clear direction was penned for 2013-2014.

Additionally, participants received exposure to a variety of technology tools for creating an online learning object. Objects are being developed in an effort to share teaching strategies and best practices with colleagues.

- would like to host a Critical Thinking Institute in spring 2014 - this would be offered on one campus on one day instead of several workshops over the course of a week.
- would like to repeat some workshops from spring 2013 this fall
- would like to see a “commercial” for each workshop that will be offered in the fall that integrates an introduction of each presenter, his/her workshop title and audience; this commercial would be played at convocation, on the College’s home page, and on the QEP page – would also like each presenter to have his/her own 15-30 second “spot” that could be linked from the QEP page
- would like to do a nice commercial also for POLO, highlighting the benefits for students and for faculty

Action: Ms. Pain is working with MTIS to coordinate video production. She will contact presenters as soon as scheduling can begin.

ITEM 3 Looking back and moving forward

Looking back: see minutes from Advisory Council, 4/19 (deliverables listed here in Item 1 previously)

Moving forward

- September opportunity – David Wells’ department (Early Childhood Continuing Education) is bringing in speakers from Critical Thinking Foundation on 9/10-12.

Four QEP team members and Karen Pain have been invited to join the training on the 10th and 11th. It is possible that QEP funds can be used to keep the presenters for an additional day so they might join the QEP team on September 13, 2013.

- Introductory Workshop to become a modularized online “course” – Manny Larenas, Mindy Yale, Kristy Taylor, and Lyam Christopher will help with script and video-taping of modules in next few weeks as schedules permit. Will be available by start of fall semester.
- Travel forms must be submitted this week for reimbursement.
- “Justification for release time” forms have been submitted to Dr. Sass and will be forwarded to appropriate deans.
- Tentative meeting dates for 2013-2014 were decided. They are August 23, September 13, October 11 (8:30am-3:30pm / retreat), November 15, January 10 (8:30am-3:30pm / retreat), February 7 (full-day institute), and April 4.

Additional conversation points included a discussion regarding opportunities next year to further integrate critical thinking. The recent book selection for the fall 2013 common reader (*Life of Pi*, Yann Martel) stirred comments regarding whether or not we will be able to engage lower-level readers, but it was agreed that we should try to partner with library staff to develop an initiative of some type because the book will provide significant opportunities for critical thinking discussions or activities.

- Suggestion: create a learning object in POLO and then develop a bookmark that can be printed with a link to POLO and the QEP webpages. Bookmark would be given to everyone who receives the book.

The Florida Compact conference may be another opportunity to consider next fall. It is usually held in Boca.

Action: Ms. Pain will work toward room and event scheduling for meeting dates, follow through with the potential to bring in the Critical Thinking Foundation speakers, and contact Lyam Christopher to assist with a possible “critical thinking initiative” that can accompany the College-wide promotion of the common reader next fall.

Before dismissing, Ms. Pain thanked everyone for their dedication and diligent work this year. She also expressed best wishes to Professor McGavin as he retires and a special thank you to Lyam Christopher who has agreed to continue working on QEP efforts next year as an Advisory Council member. Ms. Pain also expressed gratitude for the contributions of Rick Reeder who was not in attendance.

Meeting adjourned at 12:00pm.

Submitted by:
Karen Pain, Chair