

**MEETING Minutes
QEP Implementation Team
Friday, March 15, 2013
10:00 p.m. – 12:00 noon
CPB 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"/> Kristy Taylor
<input checked="" type="checkbox"/> David Wells	<input checked="" type="checkbox"/> Elizabeth Wilber	<input checked="" type="checkbox"/> Mindy Yale

ITEM 1 Workshops

Ms. Pain reported that 18 out of 20 offered workshops had enrollment, with a total of 107 participants and generally positive survey results. Surveys were offered electronically after the workshop this year instead of paper/pencil surveys at the workshop, and that resulted in fewer responses: only 52 responses were received. Most responses indicated that workshops should be offered either for a longer period of time or more often.

All workshops were video-taped. Consensus was that having a camera in the room did not impede interaction, but presenters discussed options to both complete voice-over presentations to ensure that all content is efficiently captured, and to pre-record future workshops to avoid cameras in the live presentation. Ms. Pain said that most links to videos will be available by the end of the month if not sooner.

Presenters all agreed that the experience was positive and most would like to repeat their current workshop in the fall instead of waiting till spring 2014. Consensus is that we can take the workshops we currently have developed and now develop a one-day institute to offer in the spring and offer stand-alone workshops throughout the fall semester with dates predetermined as schedules permit.

Data source: <http://www.palmbeachstate.edu/qep/events.aspx>

Action: Ms. Pain will continue to work with MTIS to finalize video links and will find out how workshop presenters can move forward with plans to pre-record workshops. Presenters should try to determine presentation dates for next fall. Survey distribution will be discussed in early fall 2013 and planning for the spring institute will be conducted and completed in the fall.

ITEM 2 End-of-year deliverables and retreat

Faculty members on the team were reminded that strategies to teach and assess critical thinking should be documented by April 26. Plans for the retreat are confirmed – April 5, 2013, 8:30am-3:30pm, on the north campus. Lunch and other snacks will be provided.

Retreat will include 2-3 hours dedicated time to reflect on 2012-2013 and develop plans for 2013-2014. It will also include 2-3 hours dedicated time to work on documenting strategies that are due by April 26.

Committee members were asked to respond to an email that will be sent on Monday (3/18) with questions about retreat activities.

Data source: n/a

Action: Ms. Pain will send questions about food choices and plans for April 5th in an email no later than Monday, 3/18/13. Committee members will respond in writing no later than Friday, March 22, 2013. Pending receipt of team responses, Ms. Pain will coordinate technical help on the Gardens campus to support video-taping and software use for faculty to begin and/or complete documentation of strategies during the retreat.

ITEM 3 Reflection and looking ahead

The team discussed the successes and challenges of 2012-2013 and suggested final plans for summer and ideas for 2013-2014:

- Stronger marketing plan should be considered for workshops; perhaps there could be some representation from CRM in a meeting or two when the workshops are being planned.
- Good progress has been made in using the critical thinking “Scenario” as an instrument in General Education outcomes assessment, but revisions are still needed. Ms. Pain reported that the Gen Ed Assessment committee is actually revising now for a pilot in the summer, and our feedback from last assessment cycle is being considered.
- Our introductory workshop (piloted in spring 2012) was not offered this year, but it is still needed for those who have had no exposure to QEP efforts to develop the College-wide focus. Content meets the QEP requirement for “Level 1 Training” for adjuncts and new faculty.
- Suggestion for rolling out intro workshop to all adjuncts and new faculty, and actually any employee, is to set up as a “course” with short modules with 3-5 minute video (team members delivering content) with activity and reflection built into each module. Lyam Christopher, Manny Larenas, Kristy Taylor, and Mindy Yale volunteered to help with scripting and video-taping modules.
- Additional suggestions: Rick Reeder suggested including at least one classroom exercise in each module and then offering one of those exercises in each newsletter issue with a link to the full course.
- “Adventures in Leadership” (an HR initiative for professional development) was also discussed as a possible venue for introductory workshop delivery.
- Most committee members agree that professional and personal learning has resulted during participation in the committee. There is interest in replicating this effect by developing “professional learning groups” in 2013-2014.
- Ms. Pain expressed a desire to involve the Advisory Council to a greater extent and asked for suggestions. All agreed that the council should be invited to participate in everything that the implementation team does, including workshop facilitation and documentation of strategies to teach and assess critical thinking.

Data source: n/a

Action: Ms. Pain will invite marketing representative to fall 2013 meetings to discuss marketing plan for 2013-2014 workshops and will make this discussion an agenda item for the retreat. She will also coordinate course development for early summer so that the introductory workshop is ready for the upcoming fall semester. Ms. Pain will add professional learning as a retreat agenda item, and she will follow up on the suggestion to be more inclusive of the Advisory Council.

ITEM 4 Other

Committee members were asked to complete travel forms and submit them to Ms. Pain on or before the final meeting on April 26th to be reimbursed for meeting travel. Everyone was also asked to let Ms. Pain know in writing as soon as possible about interest in continuing on the committee in 2013-2014.

Meeting adjourned at 12:10pm.

Submitted by:
Karen Pain, QEP Manager and Committee Chair