

PALM BEACH STATE COLLEGE

**Developmental English and Reading Cluster
Meeting Minutes
October 13, 2015
1:30pm to 3:30pm
Lake Worth Campus**

ITEM 1. What can faculty do to support the four Performance Funding measures (Job Placement/Continuing Education, Completion to 3-4 years, Retention, and Entry Level Wages)?

Discussion: In our developmental education program, we teach the following skills which support the above measures.

I. Job Placement/Continuing Education:

- Proofreading and revision skills teach attention to detail, necessary to complete job application process, including completing forms, resume, and cover letters.
- Following instructions
- Emphasis on responsibility and accountability
- Independence and self-motivation
- Following through a process
- Professionalism
- Teamwork
- Problem-solving and analytical skills
- Organizational skills

II. Completion to 3-4 years

- Faculty advising to aid proper placement
- Require students to establish goals
- Time-management skills
- Foundation in communication skills
- Provide consistent curriculum
- Accountability
- Condensed course alternatives

III. Retention

- Proper placement
- Work with ENC1101 faculty to ensure proper placement
- Work with ENC1101 faculty to properly advise
- Holding accountable
- Transferability of skills
- Work closely with SLC
- Work with student services and DSS

- Writing as a process- emphasis on revision
- Reading as a process – emphasis on critical thinking and analysis

IV. Entry Level Wages

- Faculty connected with certain industries lobby for higher wages
- College programs should offer more internship opportunities
- PBSC should offer internships with the college (in marketing, IT, and Institutional Research)

Data/data source:

Action:

ITEM 2. Review Cluster Minutes Guidelines -

<http://www.palmbeachstate.edu/academicservices/Documents/sectiong.pdf>

- A. Minutes should be prepared and distributed no more than one week after a cluster meeting is held.**
- B. Minutes should be prepared using the standard minutes template located at <http://www.palmbeachstate.edu/academicservices/documents/TemplateClusterMinutes.doc>. Minutes must address any identified district issues set forth by the VPAA.**
- C. Any cluster recommendations should be in writing and sent to the VPAA in addition to being in the cluster minutes.**
- D. Any curriculum changes (new courses, revised courses, etc.) must be initiated through the established curriculum process (<http://www.palmbeachstate.edu/curriculum-development>).**

Discussion:

Data/data source:

Action: Cluster reviewed the guidelines.

ITEM 3. (SCIENCE CLUSTER ONLY) Reminder to file paperwork to discontinue AST courses (AST1103 and AST1004).

Discussion:

Data/data source:

Action:

OTHER.

Attendance:

Rita Alonso-Sheldon
Carleton Chernekoff
Lyam Christopher
Valerie Lazzara
Rachel McDermott
Gladys Montalvo

Submitted by:

Rita Alonso-Sheldon, Scribe

c. Minutes Distribution List