

MINUTES
Quality Enhancement Plan Implementation Team
Friday, January 20, 2012, 10:00 am – 12:00 pm
ETA 101, Lake Worth

Attendance:		
<input checked="" type="checkbox"/> Kim Allen	<input checked="" type="checkbox"/> Carleton Chernekoff	<input checked="" type="checkbox"/> Lyam Christopher
<input checked="" type="checkbox"/> Tom Capers	<input type="checkbox"/> Brian Findley	<input checked="" type="checkbox"/> Dan McGavin
<input checked="" type="checkbox"/> Karen Pain	<input checked="" type="checkbox"/> Ana Porro	<input type="checkbox"/> Roger Ramsammy
<input checked="" type="checkbox"/> Kristi Taylor	<input checked="" type="checkbox"/> Lynn Trezise	<input checked="" type="checkbox"/> Mindy Yale

ITEM 1: Updates (QEP Revision)

Discussion: QEP revision is in final stages based on previous discussion regarding training workshops (one-time) and cohort (semester-long). SACS Response Report is being written.

Data/source: n/a

Action: Karen Pain will copy team when revision is complete.

ITEM 2: Workshops

Discussion: Schedule confirmed: 15 workshops will be offered. Belle Glade will run one workshop and all other campuses will run a workshop on at least four days during the week of February 13th. Times vary from morning to early evening to attempt to accommodate both full-time and adjunct faculty availability.

Workshop registration is already available online through the HR professional development section of Employee Web, and an email announcement will be sent next week to all faculty and staff.

January 6th demonstration was attended by more than 20 faculty, staff, and administrators and was well-received. Feedback was very good and no suggestions for change were offered for outcomes, slides, or handouts. Final adjustments to the demonstration workshop were discussed. Each facilitator will take the existing presentation and integrate preferred sections, but all will attempt to accomplish the same outcomes.

Team would like to add “explore, evaluate, express, and engage” to handouts – not currently any emphasis on those verbs from definition of critical thinking.

Data/source: minutes from the 1/6 demonstration; slides in presentation; handouts

Action: Karen Pain will make final edits to Power Point presentation and handouts and send to team. A summary of slides will be included. Each facilitator will insert or delete slides to personalize and then forward any changes presentations back to Ms. Pain. All facilitators will use clickers or paper surveys to assess workshops and forward results to Ms. Pain.

ITEM 3: QEP Rubric

Discussion: An analytic rubric must be developed to assess each of the three skills-based learning outcomes (#1-3) in the QEP. The rubric will initially be used to score critical thinking scenarios that are given to students as part of the general education learning outcomes assessment process. The rubric will be used to rescore scenario responses collected in 2009 and 2010. As of now, the rubric will use a 5-point scale to be consistent with previous scoring of scenarios for critical thinking and scoring of other general education learning outcomes scenarios. Karen Pain provided some sample rubrics.

Data/source: n/a

Action: Ms. Pain will send Outlook meeting invitation to confirm February 24th meeting. This meeting will be used to develop a rubric to present to the Assessment Committee by March 2012. An additional meeting, April 13th, will be used as a scoring session to score the 2009 and 2010 responses. Members of the Assessment Committee will be invited and encouraged to attend the April scoring session.

ITEM 4: Plan semester schedule

Discussion: Team members would like to meet with each other on campuses to refine and practice presentations. Dan McGavin, Mindy Yale, and Lynn Trezise will meet in Boca on January 27th; everyone else will come to Lake Worth. The 27th will not be a regular planning meeting and will instead be used only to work on workshop preparation and practice. All agreed that team members will be too busy for three weeks with workshop preparation and delivery to hold regular meetings until workshops are complete.

It was decided that February 24th can be used to create the rubric, and April 13th can be used to score old scenarios. Other meetings are February 10th, March 23rd, and April 27th for cohort training.

Data/source: calendar

Action: Karen Pain will confirm room numbers and send Outlook meeting invitations.

Meeting will adjourned at 12:00 pm

Respectfully submitted,
Karen Pain, QEP Manager