

MINUTES
Quality Enhancement Plan Development Team
Friday, January 29, 2009
12:30 pm – 2:30 pm
ETA 101, Lake Worth

Attendance:		
<input checked="" type="checkbox"/> Steve Brahlek	<input checked="" type="checkbox"/> Gail Burkett	<input checked="" type="checkbox"/> Carleton Chernenkoff
<input checked="" type="checkbox"/> Robert Gingras	<input checked="" type="checkbox"/> Dana Hamadeh	<input checked="" type="checkbox"/> Jason Major
<input checked="" type="checkbox"/> Judy Maxwell	<input type="checkbox"/> Joe Millas	<input type="checkbox"/> Marcella Montesinos
<input checked="" type="checkbox"/> Jeanne Murcia	<input checked="" type="checkbox"/> Karen Pain	<input checked="" type="checkbox"/> David Pena
<input type="checkbox"/> Diane Ramos	<input type="checkbox"/> Melissa Stonecipher	<input checked="" type="checkbox"/> Lynn Trezise
<input checked="" type="checkbox"/> Mindy Yale		

ITEM 1. Welcome new member, Jason Major

ITEM 2. Results of online poll

Discussion: Karen Pain reported having met with Jennifer Campbell and Helen Shub regarding several perspectives to consider. When groups are analyzed separately (FT faculty compared to PT faculty to staff to students), the results are different than when all votes are counted. However, no matter how votes are counted and combined or separated, there is a clear separation between the top seven and bottom five topics. Top seven are (in order of greatest overall percent of votes for 1st or 2nd choice): Critical thinking, English/reading placement, building relationships, communication, higher standards, enhance instruction/instructional support, and develop intentional/accountable students.

Data source: Raw data and summary reports from Institutional Research and Effectiveness department

Action: Informational only

ITEM 3. Building relationships / “Great Experience” initiative

Discussion: Mindy Yale reported that a college-wide initiative is underway to create for students a program called the “Great Experience.” It is not clear whether or not this plan will be implemented before or simultaneously with the SACS required QEP, but it is clear that is significant overlap in the initiative and the possible QEP topic to focus on “Building relationships”. After much discussion, the team determined that “Building relationships” should remain on the table for discussion at the forums. Participants should be informed that any of the “top three” choices could potentially be eliminated by other initiatives if such initiatives surface between the forums and submission of proposals to administration.

Data source: n/a

Action: Note regarding possible elimination of any topic to be added to opening remarks at forum. Building relationships will not be eliminated from forum discussion; seven topics will be discussed.

ITEM 4. Forum agenda

Discussion: A “round-table” discussion format will be initiated at the forums. Participants will be free to select the topic they wish to discuss – eight per table at large campuses, four per table in Belle Glade. Since advance notice may not be given regarding how many participants will be at each forum, initial set-up will be for only 7 tables with more to be added as necessary. QEP team members will facilitate discussion. A scribe will record the responses from each group and submit to facilitator. Someone from group will share comments/responses in a 5-minute report near end of forum before vote.

Some discussion also regarding those who cannot attend – forum comments will be added to descriptions and reposted online, giving college-wide constituents one final chance to read suggestions and cast a vote online. The final online poll will run from 2/15 through 2/19.

Data source: n/a

Action: Karen will send out chart to confirm each team member’s topic to facilitate at which campus.

ITEM 5. Forum responsibilities

Discussion: QEP team members will facilitate conversations at tables, see that someone is selected to be the scribe and someone else (or same person) to report out to large group. All team members are encouraged to attend all forums as possible.

Data source: n/a

Action: (see Item 3)

ITEM 6. Other

Discussion: Karen Pain asked everyone to review the packet of topic descriptions, checking one specific topic for content and grammar. Minor suggestions for edits were made.

Data source: n/a

Action: Topic descriptions will be edited by Karen Pain, as well as the document to be used to guide table discussions and send to team for final review by Monday. Copies will be requested for all forum participants and descriptions will be made available online.

Meeting adjourned at 2:35 p.m.

Respectfully submitted by:
Karen Pain, Chair