

# PALM BEACH STATE COLLEGE

**MINUTES**  
**Quality Enhancement Plan Development Team**  
**Friday, March 26, 2010**  
**12:30 pm – 2:30 pm**  
**ETA 101, Lake Worth**

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

**ITEM 1.      Fall updates**

**Discussion:** Meeting dates and new members were announced. The writing team will meet every other Friday from 8/27/10 through 11/19/10. An Advisory Council will be created with several faculty, staff, students, and instructors, in the effort to have a list of people who are willing to serve on ad hoc committees and meet 1-3 times during the semester as a large group if needed.

**Data/source:** n/a  
**Action:** n/a

**ITEM 2.      Team recommendation to administration**

**Discussion:** Those present, and some by email, voted 10-2-0 for the topics of critical thinking, communication, and placement respectively.

**Data/source:** QEP Proposal draft  
**Action:** The team will recommend that critical thinking be the focus of the QEP.

**ITEM 3.      Budget items – ideas for outside funding**

**Discussion:** New initiatives at the College are pending that may include overlapping initiatives of the QEP: a first-year experience program is seeking a Title III grant; within the next few years we will apply for a Hispanic Services Institution grant. Additionally, TRIO services may overlap with some QEP initiatives. In any of these cases, partnerships among departments may make good use of funding. It is also agreed that if communication or critical thinking

become the focus, community and business ties will be considered for potential partnerships this fall.

**Data/source:** n/a

**Action:** n/a

**ITEM 4. April 6<sup>th</sup> meeting of VP/Provost**

**Discussion:** Dr. Sass has asked that proposals be available if possible for the Executive Leadership Council (ELC) when they meet on April 6<sup>th</sup>. Karen Pain expressed concern about meeting this request because the draft is not yet completed and will not be by 3/31 as originally planned. Several members of the team agreed to read sections of the draft over the spring holiday weekend and on Monday April 5<sup>th</sup> to help achieve the new goal of 4/6/10.

**Data/source:** n/a

**Action:** Karen Pain will work on final assembly of submitted sections and try to send electronic copies to the team on or before April 1, 2010. Team will respond by 5:00pm on 4/5/10. Karen Pain will work on final edits April 5<sup>th</sup> and it will be given to Dr. Sass if ready. If not, presentation of the proposals will be postponed until the 4/20 meeting of the ELC.

**ITEM 5. Final review of draft**

**Discussion: Resources** – all agreed that ten potential resources per topic is sufficient for the proposals. Additional sources can be identified when the literature review begins in the fall semester of 2010.

**Added initiative (capstone)** – all agreed that a capstone project should be added as an option to the suggested “Extension Opportunities” initiative of the critical thinking proposal. All voted against suggesting it be a requirement of graduation.

**Initiatives** – no other initiatives were suggested at this meeting; none were voted out. Four initiatives per topic will be suggested within the proposals.

**Goals** – It was suggested that goals be numbered for a better presentation. No new goals were suggested; none were voted out.

**Assessment** – Assessment instruments were agreed to be viable. No new assessment instruments were suggested; none were voted out.

**Data/source:** n/a

**Action:** Same as item #4

**ITEM 6. Other**

**Discussion:** Gail Burkett reported that she had spoken to Dr. Sass about the college-wide desire to enhance instruction and instructional support; not wanting to “drop the ball” after four consecutive forum discussions on the need, she had hoped administration might be able to do something to initiative support and development. Dr. Sass indicated that is a priority.

**Data/source:** Forum discussions

**Action:** Committee will write into the job description of the proposed administrative position for a QEP office to assist with monitoring such training and development.

Meeting adjourned at 2:30 p.m. / Karen Pain, Gail Burkett, and Carleton Chernekoff stayed to edit.

Submitted by: Karen Pain, Chair