

**MINUTES**  
**Quality Enhancement Plan Implementation Team**  
**Friday, April 27, 2012, 11:30 am – 12:30pm**  
**CRA 102, Lake Worth**

<b>Attendance:</b>		
<input type="checkbox"/> Kim Allen	<input checked="" type="checkbox"/> Carleton Chernekoff	<input type="checkbox"/> Lyam Christopher
<input checked="" type="checkbox"/> Tom Capers	<input checked="" 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: SCHEDULE FOR NEXT YEAR**

**Discussion:** Karen Pain shared proposed schedule of tasks to complete, expected deliverables, and meetings for the 2012-2013 academic year.

**Data/source:** *Quality Enhancement Plan, Implementation Team Deliverables, 2012-2013 (Report prepared for Dr. Sharon Sass by Karen Pain)*

**Action:** Ms. Pain will submit Outlook meeting notices when rooms are confirmed for fall and subsequently spring semesters.

**ITEM 2: DEBRIEF PILOT SEMESTER – HOW DID WE DO?**

**Discussion:** Team is more than pleased with the quality of progress so far with QEP. The format for deliverables is becoming clearer, and the way has been prepared for next year's expectation of all faculty members on the team to produce deliverables.

Mindy Yale and Brian Findley reported from March 29-30 workshops at St. Petersburg College that our pilot workshops are as good as the ones presented at the conference. Suggestions for the fall/spring workshops include:

- Consider targeting a specific audience
- Keep topics on cluster agenda continually (always have a discussion point related to the QEP or critical thinking)
- Create a series of workshops using Gant charts to track who will develop what workshops
- Always offer the "basic introduction" workshops piloted this spring – market next time around with a "Back by popular demand" slogan, invite previous attendees and ask them to each bring someone

**Data/source:**

**Action:** Workshop ideas to be discussed and developed during initial meetings in the fall

**ITEM 3: OTHER**

**Discussion:** Ms. Pain expressed a desire to keep interested people involved. There were 55 people who expressed an interest in being on a committee next year, but not everyone can be

assigned. Additionally, 92 people attended the workshops, several of whom expressed an interest in being involved or staying apprised of QEP activities or events. The team recommended forming campus teams or partners so that when we host workshops or other events, the campus teams are in place to help market, participate, bring and possibly mentor colleagues.

**Data/source:**

**Action:** Ideas will be discussed and developed during fall meetings.

Meeting adjourned at 12:30pm

Respectfully submitted by Karen Pain, Chair