

**MINUTES**  
**Quality Enhancement Plan Implementation Team**  
**Friday, August 26, 2011, 10:00 am – 12:00 pm**  
**ETA 101, Lake Worth**

<b>Attendance:</b>		
<input checked="" type="checkbox"/> Kim Allen	<input checked="" type="checkbox"/> Carleton Chernekoff	<input checked="" type="checkbox"/> Lyam Christopher
<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 checked="" type="checkbox"/> Roger Ramsammy	<input checked="" type="checkbox"/> Yelena Rudayeva
<input checked="" type="checkbox"/> Kristi Taylor	<input checked="" type="checkbox"/> Lynn Trezise	

**ITEM 1. INTRODUCTIONS**

**Discussion:** All members of the team introduced themselves and shared briefly why they want to participate in QEP implementation.

**Data/source:** n/a

**Action:** n/a

**ITEM 2: PURPOSE AND PLAN FOR TEAM IN FALL 2011**

**Discussion: Implementation committee:** works closely with the QEP manager and assists with all aspects of QEP implementation. Specific duties will include development and facilitation of faculty and staff workshops, a student awareness campaign, materials, resources, and assessment instruments.

**Advisory Council:** provides feedback regarding QEP implementation and makes recommendations for improvement to the QEP manager. Council members also participate in facilitating QEP-related activities. Meetings are 9/16 and 11/18 this term.

Additional fall meetings include: 9/16 (Advisory Council), 9/30, 10/14, 10/21, 11/4, and 12/2, and will be used to develop spring student awareness campaign and faculty/staff workshops.

All present should be prepared to meet with SACS team during onsite visit if needed. Email will be used regularly to communicate in between meetings. September campus meetings: Palm Beach Gardens on 9/9, Boca Raton on 9/13, Lake Worth on 9/15, and Belle Glade on 9/21. Team members should attend.

**Data/source:** Calendar

**Action:** Team members should plan to attend all meetings for implementation, and are welcome to attend Advisory Council meetings as well.

**ITEM 3: MARKETING PLAN**

**Discussion:** Meeting updates/nearly 700, including tutor training (190) last week; more next week; tent-cards for counter-tops and desks all over all campuses; Facebook campaign with student thinker(s); flyers, posters, LED entry sign, Info Channel, Beachcomber, Perspectives; simultaneous event on all campuses October 6<sup>th</sup> (prizes).

Ana Porro suggested printing bookmarks to distribute to students. Dan McGavin suggested doing so through Level 1 or entry courses.

**Data/source:** Calendar

**Action:** Karen Pain will follow up with bookmark suggestion, asking marketing to develop art work and getting approval for a print work order as quickly as possible.

**ITEM 4: SPRING 2012 IMPLEMENTATION**

**Discussion:** In the spring, student awareness: campaign will shift from what a QEP is to what critical thinking is...emphasis will be on our definition and maybe examples for specific courses, specific ways they can think critically in their course work. Team will determine these details during meetings this semester.

Workshop preparation will include: recruiting "internal talent" to present what they do in the classroom, looking for ideas to include from outside the College, and determining each team member's role in workshops (facilitator or presenter).

**Data/source:** QEP document

**Action:** Karen Pain will submit suggested workshop ideas before the next meeting. Team members will be asked to comment by email before 9/15 in preparation of the 9/16 meeting.

**ITEM 5: FACULTY PARTICIPATION**

**Discussion:** Karen Pain introduced the idea of a faculty assessment team – faculty to include full-time and part-time instructors of any course, College-wide. This team will participate in the identification of critical thinking strategies and assessments in the classroom, and will work with the QEP office to share and document results. This group of faculty will participate in workshops and collaboration in the spring. More than 30 instructors so far have indicated an interest in this level of participation and more will be contacted. A meeting will take place this semester to firm up details for this group.

**Data/source:** QEP document, personal meetings between Karen Pain and various faculty this semester and spring 2011.

**Action:** Karen Pain will continue to return phone calls and emails regarding faculty participation and will update the team accordingly. She will also schedule a general meeting this term with this group of faculty volunteers and IRE staff to discuss assessment details.

**ITEM 5: OTHER**

**Discussion:** First QEP Advisory Council meeting is Friday, September 16<sup>th</sup> from 8:30am-9:30am. All team members are encouraged to attend if possible and are also asked to continue reading through the QEP document before the next meeting.

**Data/source:** n/a

**Action:** n/a

Meeting adjourned at 12:00 pm

Submitted by: Karen Pain, QEP manager