

PALM BEACH STATE COLLEGE

MINUTES Quality Enhancement Plan Writing Team Friday, August 27, 2010, 10:00 am – 12:00 pm ETA 101, Lake Worth

Attendance:		
<input checked="" type="checkbox"/> Jackie Berg	<input checked="" type="checkbox"/> Diane Bifano	<input checked="" type="checkbox"/> Gail Burkett
<input checked="" type="checkbox"/> Jennifer Campbell	<input checked="" type="checkbox"/> Joanne Cameron	<input checked="" type="checkbox"/> Thomas Caughman
<input checked="" type="checkbox"/> Carleton Chernehoff	<input checked="" type="checkbox"/> Jim Duffie	<input checked="" type="checkbox"/> Brian Findley
<input checked="" type="checkbox"/> Rob Gingras	<input checked="" type="checkbox"/> Robin Johnson	<input checked="" type="checkbox"/> Judy Maxwell
<input checked="" type="checkbox"/> Dan McGavin	<input checked="" type="checkbox"/> Sallie Middleton	<input checked="" type="checkbox"/> Marcella Montesinos
<input checked="" type="checkbox"/> Jeanne Murcia	<input checked="" type="checkbox"/> Karen Pain	<input checked="" type="checkbox"/> David Pena
<input checked="" type="checkbox"/> Syeda Qadri	<input checked="" type="checkbox"/> Diane Ramos	<input checked="" type="checkbox"/> Cathy Seyler
<input checked="" type="checkbox"/> Helen Shub	<input checked="" type="checkbox"/> Melissa Solla	<input checked="" type="checkbox"/> Lynn Trezise
<input checked="" type="checkbox"/> Mindy Yale		

ITEM 1. Introductions – all introduced themselves and new members were welcomed

ITEM 2: Purpose of committee

Discussion: The purpose of the committee is to facilitate college-wide input regarding the QEP and to assist in writing and preparing the plan for submission to SACS.

Data/source: n/a

Action: Committee members will participate in regularly scheduled meetings, focus groups, ad hoc committee facilitation, and in writing sections of the draft as assigned.

ITEM 3. Definition of critical thinking – suggestions for survey

Nine definitions were discussed; it was decided that six should be included on the college-wide survey that will open sometime before 9/3 and close on 9/9. Respondents will be able to choose from the six presented or write in a free response. Faculty on this committee agree that integrating the survey into course work is something they will try to do and that we should share this intention with all faculty/instructors and invite their feedback if they do incorporate into their classroom activity. It was determined that authors of definitions will be removed until completion of the survey to prevent voter bias.

Data/source: Various Web sources; definitions by individual authors as well as institutions were obtained.

Action: Karen Pain will prepare survey and submit to IRE for delivery to College community via email link and directions.

ITEM 4. Fall Overview

Discussion: General plan to get participation – decide direction. It was determined that the best way to encourage college-wide participation is to follow defining critical thinking with allowing the college to brainstorm initiatives within focus groups and online participation. A schedule was provided to all present and approved, with the addition of a brief update to the College on Development Day if it can be put on the agenda.

Advisory Council – meetings and referrals. Two physical meetings will be scheduled for the Advisory Council (September and end of term) and comments will be invited via email by all members at one junction in writing the draft. Wide representation of faculty and staff are on the Council from Lake Worth, Boca Raton, and Belle Glade. Names were given to Karen Pain to recruit more members from the Palm Beach Gardens campus.

Data/source: Calendar of tasks prepared by Karen Pain

Action: Karen Pain will schedule Advisory Council meetings and create an online response form. Faculty will schedule focus groups or will ask Karen Pain for help in getting room assignments.

ITEM 5: Short-term assignments – complete by 9/10

Discussion: 1. QEP reviews – at least eight QEPs will be read thoroughly before the September 10th meeting. Gail Burkett, Mindy Yale, Dan McGavin, Lynn Trezise, Joanne Cameron, David Pena, Cathy Seyler, and Brian Findley will be reviewing and reporting back.
2. Research best practices – Jackie Berg, Sallie Middleton, and Carleton Chernenkoff will each find at least two best practices, reporting the practice and source at the September 10th meeting.

Data/source: QEPs obtained online

Action: Committee members will complete assigned tasks.

ITEM 6: Long-term assignments – will be ongoing or occur at specific times

Discussion: Contests: Robin Johnson and Judy Maxwell will oversee contests to solicit a title and identifying artwork once the draft is fully outlined.

Grants and other funding sources: Syeda Qadri and Gail Burkett will research grant funding to see what might be available to supplement College resources.

Campus liaisons: These names will be online as official campus contacts. Lake Worth: Carleton Chernenkoff; Belle Glade: Jeanne Murcia; Palm Beach Gardens: David Pena; Boca Raton: Mindy Yale

Section writers: It was agreed that instead of assigning sections to various individuals on the team, a sub-committee would work more efficiently. To that end, a sub-committee to both write and edit/proof the draft this semester was created: Karen Pain, Melissa Solla, Jackie Berg, Dan McGavin, and Cathy Seyler will be the primary writers; Carleton Chernenkoff and Judy Maxwell will be the primary proof-readers, although everyone on the QEP writing team will share in that responsibility.

Data source: n/a

Action: None at this time. Future action described above.

ITEM 7: Other: Dr. Sass, VPAA, stopped in during the meeting to thank the team for their efforts. She confirmed that a QEP update will be added to the October Development Day agenda.

Meeting adjourned at 12:00 p.m.

Respectfully submitted by: Karen Pain, Chair