

# PALM BEACH STATE COLLEGE

**AGENDA/MEETING Minutes  
QEP Implementation Team  
Friday, September 14, 2012  
10:00am – 12:00 noon  
CBP 201, Lake Worth**

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| <b>Attendance:</b>  | <input checked="" type="checkbox"/> Kim Allen           | <input checked="" type="checkbox"/> Caroll Capers          |
| <input checked="" type="checkbox"/> Eliana Carvalho Mukherjee   | <input checked="" type="checkbox"/> Carleton Chernekoff | <input checked="" type="checkbox"/> Lyam Christopher       |
| <input checked="" type="checkbox"/> Brian Findley               | <input checked="" type="checkbox"/> Manuel Larenas      | <input checked="" type="checkbox"/> Daniel McGavin         |
| <input checked="" type="checkbox"/> Karen Pain, Chair           | <input checked="" type="checkbox"/> Richard Reeder      | <input checked="" type="checkbox"/> Helen Shub (guest)     |
| <input checked="" type="checkbox"/> Kristy Taylor               | <input checked="" type="checkbox"/> Zyanya Torres       | <input checked="" type="checkbox"/> David Wells (optional) |
| <input checked="" type="checkbox"/> Elizabeth Wilber (optional) | <input checked="" type="checkbox"/> Mindy Yale          |  |

**ITEM 1. Updates**

Discussion: St. Petersburg College Critical Thinking Institute moved from 9/21 to 10/5 and four will go. Carleton Chernekoff and Mindy Yale will attend with Karen Pain. Pat Tierney will join as a faculty involved with assessment to attend related sessions. If they offer one in the spring, S&PD or QEP travel funds may be available for which others can apply since it is in-state.

Structure and scheduling of focus groups is being revised; Ms. Pain is working with Helen Shub to complete revisions by the 9/28 joint meeting between the QEP and assessment committees.

Assessment packets have been sent out and include the revised critical thinking scenario. Information on the schedule and scoring sessions will be provided at the 9/28 joint meeting.

Data source: St. Petersburg College web page:  
<http://www.spcollege.edu/criticalthinking/professionals/cti.htm>;  
 meeting minutes from 8/31/12 QEP/Assessment Committees Joint Meeting  
[http://www.palmbeachstate.edu/ire/Documents/documents/GEA\\_Minutes\\_8.31.12.pdf](http://www.palmbeachstate.edu/ire/Documents/documents/GEA_Minutes_8.31.12.pdf))

Action: n/a

**ITEM 2. Vision, purpose, mission**

Discussion: Committee members discussed the idea of developing a formal statement of vision, purpose, or mission. The consensus is that we should not declare a “mission” but that a purpose or vision statement would present a clear purpose of why are implementing the QEP or what it is we expect to do because of it. Included in discussion points:

- We need a visual image, a graphic to illustrate what we hope students will do in their thinking, similar to a pyramid on which the low level represents low order thinking and the peak represents higher order thinking.
- We might want to think of issuing questions with a graphic, rather than publishing a formal statement. (“Do you ask students to...” – asking a question to make the viewer think about what level they encourage students to develop and apply)
- It would be helpful to present/publish such a statement so that anyone who happens on the QEP page will better understand exactly what it is the QEP will accomplish without having to delve through multiple pages or documents.

Data source: n/a

Action: Discussion will resume and a decision will be made in October regarding whether to try to develop something now, or complete one more year – there will still be four left within which we can funnel activities through the vision.

### **ITEM 3. Report**

Discussion: The first draft of the initial QEP report was prepared by Ms. Pain in July. Each committee member received a copy of the draft; components were explained. Committee members were asked to provide comments by October 8<sup>th</sup> so that the second draft can be written before 10/12 for subsequent review by the Advisory Council.

Data source: Quality Enhancement Plan Initial Report, July 23, 2012 draft

Action: Committee members will submit feedback and/or recommendations for improvement no later than Monday, 10/8/12. Next draft will then be completed by 10/12/12 for committee review prior to Advisory Council review on 10/19/12.

### **ITEM 4. Workshops**

Discussion: Ms. Pain suggested that the workshop initiative be given a name that will indicate a “series” and that will provide an identity to the QEP workshops for the purpose of promoting them when scheduled. Suggestions included these:

- Critical Points
- Critical Impact Series
- Critical Effects
- Critical Momentum

Ms. Pain reported that faculty and staff who are not on the committee have expressed interest in presented related workshops within our QEP series.

Ms. Pain reminded committee members that workshops are “level 1 training” and need to be replicated as a module within the required online adjunct training. She will need help with this during the spring term.

Data source: n/a

Action: Committee members will determine a tentative topic by the 9/28 joint meeting with the assessment committee; the workshop schedule will be developed at an October meeting.

### **ITEM 5. Deliverables**

Discussion: Ms. Pain presented sample deliverables and ideas were discussed.

Data source: Previously submitted deliverables from the pilot last spring; SPC resources online (<http://www.spcollege.edu/criticalthinking/resources/rlo.htm>)

Action: Faculty members on the committee will, by 9/28, determine their targets for improvement that will become their deliverable strategy.

**ITEM 6. Resource Centers**

Discussion: Ms. Pain reminded the committee that resource centers need to be established on each campus. Last fall, PTLCs were determined to be the best location on each campus. She suggested that a “QEP campus liaison” be in place to be a resource contact person to oversee the physical resources that will be purchased beginning this semester. She also welcomed ideas for hard copy purchased that can be placed in those physical locations.

Data source: QEP

Action: Kristy Taylor will be the liaison for Belle Glade and Dan McGavin for Boca. No members from Palm Beach Gardens were present for decision at this meeting. Ms. Pain will contact liaisons when resources are purchased and arrange for delivery. Committee members will contact Ms. Pain with resource requests.

**ITEM 7. Southeast Consortium for Critical Thinking**

Discussion: Ms. Pain introduced a resource from SPC and asked for feedback related to joining the consortium. The committee agreed this should be done.

Data source: SPC web site (<http://www.spcollege.edu/criticalthinking/about/seconsortium.htm>)

Action: Ms. Pain will get approval from Dr. Sass and, assuming approval, submit a request to join the consortium.

Submitted by:

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Karen Pain, Chair