

# PALM BEACH STATE COLLEGE

## MINUTES

Quality Enhancement Plan Advisory Council  
Friday, September 17, 2010, 1:00 pm – 2:00 pm  
NS 129, Lake Worth

**ATTENDANCE:** Diane Bressner, Marg Chauvin, Carleton Chernenkoff, Lyam Christopher, Eugenia Cox, Jacques de Beaufort, Yuki Ebihara, Tod Fairbanks, Stephen Gibson, Alexandra Gorgevska, Doreen Jadwick, Jody Johnson, Robin Johnson, Lilian Jordan, Jay Matteson, Judy Maxwell, Joseph Millas, Marcella Montesinos, Karen Pain, Lois Pasapane, David Pena, Anthony Piccolino, Diane Ramos, Lisa Rappa, Eileen Robinson, Yelena Rudayeva, Elizabeth Wilber, Bobette Wolesensky, William Wood

**ITEM 1. Understanding the QEP and timeline**

**Discussion:** Volunteers gave one-sentence characteristics of what a QEP is; Karen Pain confirmed by clarifying what SACS-COC says about the QEP and emphasized the opportunity the QEP offers the College to participate in a “bottoms-up” approach to develop and implement this college-wide initiative.

**Data/source:** SACS-COC *Principles of Accreditation*

**Action:** n/a

**ITEM 2: Role of QEP Advisory Council (AC)**

**Discussion:** AC will have the opportunity to provide feedback to the QEP Writing Team before the college (beginning with Item 5 at this meeting), to comment on the full outline before the first draft is completed, and to preview the first draft before it is presented to the college.

**Data/source:** n/a

**Action:** Advisory Council to participate in Focus Group discussion before conclusion of this meeting.

**ITEM 3: Plan for college-wide participation**

**Discussion:** The schedule for Campus Focus Groups was distributed, and all were encouraged to participate as time permits. Other college-wide participation efforts this semester may include choosing between plan options and the search for a title and art work to associate with the QEP.

**Data/source:** QEP Writing Team tasks schedule

**Action:** n/a

**ITEM 4: QEP topic and content**

**Discussion:** All present were reminded that “critical thinking” is the focus topic. The process of deriving the working definition for the purpose of developing initiatives was explained: 691 respondents on the college-wide survey, feedback by email, an in-depth discussion at a 9/10/10 writing team meeting resulted in “... *using the skills needed to explore, evaluate, express, and engage in purposeful reasoning in order to reach sound conclusions, decisions, positions, and solutions.*”

**Data/source:** Raw data and summary reports from IRE

**Action:** n/a

**ITEM 5: Identifying initiatives – Focus Group Discussion**

**Discussion:** Participants from each campus worked in groups to discuss what we are already doing in the classroom to integrate critical thinking. Many ideas were collected that will be compiled and considered with others that are submitted in upcoming campus focus groups. Some concern was expressed regarding the ability to adequately assess some of the ideas presented. Those concerns will be addressed by the QEP Writing Team with assistance from the Institutional Research department to ensure we select and frame initiatives that will allow for assessment.

**Data/source:** n/a

**Action:** Karen Pain will report discussion results to writing team on 9/24.

**ITEM 6: Other**

**Discussion:** Next meeting will be scheduled based on the availability of the majority of Council.

**Data/source:** n/a

**Action:** Karen Pain will survey all Council members to determine the best day and time to meet for the QEP draft preview in late November or early December.

Meeting was adjourned at 2:30 p.m.

Submitted by: Karen Pain, Chair