

**AGENDA**  
**Quality Enhancement Plan Implementation Team**  
**Friday, September 30, 2011, 10:00 am – 12:00 pm**  
**ETA 101, Lake Worth**

|  |  |   |
|--|--|---|
| <b>Attendance:</b>                     |  |   |
| <input type="checkbox"/> Kim Allen     | <input type="checkbox"/> Carleton Chernehoff | <input type="checkbox"/> Lyam Christopher |
| <input type="checkbox"/> Brian Findley | <input type="checkbox"/> Dan McGavin         | <input type="checkbox"/> Karen Pain       |
| <input type="checkbox"/> Ana Porro     | <input type="checkbox"/> Roger Ramsammy      | <input type="checkbox"/> Yelena Rudayeva  |
| <input type="checkbox"/> Kristi Taylor | <input type="checkbox"/> Lynn Trezise        |   |

**ITEM 1: SACS visit**

**Discussion:** All were reminded that the onsite visit is next week and that the team is expected to be available in NS129 at 9am on Wednesday, 10/12/11. Brain Findley, Carleton Chernehoff, and Dan McGavin will also be interviewed on Tuesday, 10/11/11, CE129 at 2:45pm.

**Data/source:** SACS schedule

**Action:** All will follow up with any arrangements necessary.

**ITEM 2: Remaining fall schedule (to include Development Day, 10/19/11)**

**Discussion:** 10/6: Team was reminded that students will be gathering on each campus at 12:15pm in between classes to do the QEP Shuffle. SGA on Lake Worth did a video and uploaded it to You Tube. Karen Pain showed the video.

10/7: Gen Ed meeting for all facilitators of Development Day round table discussion. Team is invited (10am-noon, but can leave when our part is done).

10/10-13: onsite visit (see Item 1)

10/14: our next meeting – this is when we must begin to make some content decisions about the workshops

10/19: Development Day  
November meeting dates will be discussed at next meeting.

**Data/source:** fall meeting schedule / marketing activities

**Action:** All will participate as able at each date.

**ITEM 3: Faculty participation update**

**Discussion:** 58 of 60 faculty have been contacted; 4 confirmed for “experiment” group for assessment next spring; 28 ideas have been submitted. Response is very good.

**Data/source:** Karen Pain’s notes of contact, sign-in sheets from last week’s campus meetings with faculty, email receipts

**Action:** n/a

**ITEM 4: Workshop development**

**Discussion:** There was much discussion about workshop content but no consensus was reached. It was agreed that we should focus on the January workshops and use assessment and feedback to determine our continued track for the remainder of the spring term. Discussion will resume at the 10/14 meeting and by the end of October, we will have a handle on the content and format for January.

It was decided that we will offer two evening workshops, one Friday morning workshop, and one Saturday workshop possibly, in January. We will visit the adjunct orientation/update meetings at the start of the semester to be sure adjuncts are aware of the schedule which by then will be known. We will also try to coordinate with provosts to offer workshops at times to correspond to other events that include food since there is no food budget in the QEP.

Adjunct Appreciation Week and on Lake Worth, the Faculty Advisory Council were both discussed as possible venues to integrate workshops or at least promote them.

It was also noted that we should consider 30-, 60-, and 90-minute workshops.

**Data/source:** Workshop ideas were presented by most committee member via email before the meeting and document was available at meeting.

**Action:** Karen Pain will schedule rooms on all campus. All will continue to gather ideas for the workshop format and content.

Meeting will adjourned at 12:00 pm  
Karen Pain, QEP manager