

# PALM BEACH STATE COLLEGE

## MINUTES Quality Enhancement Plan Writing Team Friday, October 8, 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 Cherneckoff	<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. Updates

- Discussion:**
1. Focus groups – four group discussions were held at the Advisory Council meeting; an additional eight were held on campuses between 9/17 and 10/1 with 120 total college participants. Some new ideas for QEP activities were collected and merged with those submitted last fall and spring.
  2. Administrative meetings – at a recent meeting of the Dean’s Council, it was requested that the QEP include college-wide curriculum integration, perhaps targeting program areas instead of specific courses, and that another video be created for January updates for faculty, adjuncts, and staff.

**Data/source:** n/a

**Action:** When writing the QEP, the team will ensure that all programs are represented in the written plan. Karen Pain will contact Media Services to request a film date. Committee members were invited to participate.

### ITEM 2: Organizing initiatives

- Discussion:**
1. Professional development – will be initiated formally in spring 2012, but faculty should work together throughout 2011 to develop a program. Concern was expressed about waiting for QEP Manager to begin at same time as QEP implementation. Gail Burkett made a motion to develop the position in the spring so that the QEP Manager can be hired and begin in July 2011 to work with faculty. Motion was seconded by Robin Johnson and carried unanimously. Discussion turned to how it would be filled and agreed that it should be filled by a faculty member who has been involved in the process. Lynn Trezise moved that it be filled by a faculty member. Marcella Montesinos seconded the motion and it carried unanimously.

2. Curricular – discussion centered around the difference between approaching curriculum development by requiring all faculty who teach particular courses to infuse critical thinking activities and assessment versus identifying faculty who are doing so in any course and including (in the curriculum initiative) courses taught by those faculty. The consensus is that the better approach is to offer training to those faculty who are interested, attempt to recruit representative faculty from every program, identify best practices, and through continued training, allow faculty to integrate best practices into more courses during plan implementation.

3. Co-curricular – some concern was expressed about requiring too much of faculty by creating a large-scale project every year and requesting their participation. The desire is to come up with a co-curricular and college-wide project that will be long-standing and have meaningful impact, but in the absence of existing adequate support and funding, the consensus is that we should identify small-scale but college-wide projects that will be more easily implemented. At the same time, we can write into the plan the identification of a large-scale project with a search for grant funding for adequate support.

**Data/source:** Matrix of submitted ideas from fall 2009, spring 2010, and fall 2010

**Action:** Karen Pain will request a meeting with Dr. Sass to discuss the development of a budget position for a QEP Manager next semester. All comments will be considered as the narrative is prepared in the coming weeks.

**ITEM 3: Clarifying vocabulary and developing criteria for curricular activities**

**Discussion:** It is agreed that multiple vocabulary words can be used to describe each of the verbs in the operational definition of critical thinking. The consensus is that as criteria are developed for curricular activities, the operational definition will stand and faculty will successfully identify those strategies and practices that allow students to “explore, evaluate, express, and engage in purposeful reasoning in order to reach sound conclusions, decisions, positions, and/or solutions” but that optional word lists can be included or referenced within the QEP narrative.

It was determined that a list of criteria for best classroom practices should be developed by the QEP Manager and a faculty leadership team as a 2011 preliminary action.

**Data/source:** n/a

**Action:** none needed

**ITEM 4: Updated scheduled tasks**

**Discussion:** The next scheduled round of college-wide participation was to have occurred for about three weeks in November. That must be postponed because the plan is not well-developed enough to present to the College to invite title and artwork suggestions. Consensus is that it should be postponed at least until later November. A decision was tabled until the next meeting.

**Data/source:** n/a

**Action:** Decision to run title and artwork contests will be discussed again next meeting.

Meeting was adjourned by 12:00 p.m.

Submitted by:

Karen Pain, Chair