

**AGENDA**  
**Quality Enhancement Plan Implementation Team**  
**Friday, October 21, 2011, 10:00 am – 12:00 pm**  
**ETA 101, Lake Worth**

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

**ITEM 1: Updates** (Development Day, QEP Revision)

**Discussion:** Karen Pain thanked all for their help on Development Day, reporting that results will be recorded on Monday, but a cursory review indicates that many participants were pleased with round table format for discussions. Ms. Pain also reported that because the College has not yet received the SACS visit report, no decisions have been made regarding the revision of the QEP to satisfy the recommendations.

**Data/source:** n/a

**Action:** Karen Pain will meet with IRE staff on Monday to confirm how information will be disseminated to the College, and to discuss the QEP revision based upon receipt of SACS report sometime next week.

**ITEM 2: Workshops: schedule and content**

**Discussion:** Everyone confirmed their availability to facilitate workshops based on the days of the week and the time. However, discussion followed regarding the push to begin workshops in January, and further to run workshops every month during the major semesters. Ana Porro moved to present initial workshops in February to allow more time for preparation. Brain Findley seconded the motion, and it was approved unanimously.

With further discussion, it was agreed that during the spring and fall of 2012, the team will offer a round of “initial” workshops to introduce specific critical thinking topics and to identify faculty and instructors who wish to implement new strategies to teach critical thinking. In this initial round, the same workshop will be offered during the second month each term and will be made available on all campuses at various times during the same week. These workshops will be made available to all employees, but will be advertised as having a particular focus with expected outcomes.

“Follow-up” workshops will be offered approximately two months, again on all campuses. These will be designed for participants who attended initial workshops, allowing for extended collaboration and discussion about the content explored in previous workshops.

Additional workshops will be held on Development Day in both the spring and fall semester to give more employees the opportunity to participate. In total, three rounds of workshops will be made available in the spring and fall term of 2012.

In the spring 2012, the workshop themes will focus on helping participants identify and share strategies that will help accomplish the QEP outcomes. Strategies that have been submitted by faculty and staff will be reviewed in the coming weeks and selected to be used in the workshops. Faculty and staff who have submitted the strategies will be invited to offer brief demonstrations in the workshops.

With regard to making workshop content available online, the team agreed to act as students in a "class test" of a Pearson product called "My Thinking Lab" to see whether or not such a tool might be a viable format for the online workshops that are proposed in the QEP for implementation by year three.

**Data/source:** Previously agreed-upon workshop schedule; mythinkinglab.com

**Action:** Karen Pain will schedule rooms for February workshops and will follow up on starting a class test in My Thinking Lab. She will also follow up with Human Resources to add workshops to professional development choices and inquire about online registration.

**ITEM 3: Other**

**Discussion:** Dan McGavin reported briefly regarding the round table discussion that was held on Development Day for EAP and English faculty. Some progress was made toward unification and revision of learning outcomes in applicable courses. A full report will be provided to Helen Shub and the Assessment Committee.

This issue was discussed because of the significant relationship between communication and critical thinking. The QEP team should remain aware of strategies that are being used in these courses because similar strategies may be useful in other disciplines and courses in learning more about how to teach and assess critical thinking.

**Data/source:** n/a

**Action:** Dan McGavin will follow up with Helen Shub.

Meeting adjourned at 12:05 pm

Karen Pain, Chair