

**MINUTES**  
**Quality Enhancement Plan Implementation Team**  
**Friday, November 4, 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 (QEP Revision)**

**Discussion:** New outcomes are being formulated to better align the components of the original outcomes, and the actions desired from the critical thinking definition. A standard assessment instrument has been identified that directly measures each proposed outcome, and a rubric is being developed to measure revised outcomes using student artifacts collected before the QEP topic was selected. The outcomes and assessments are being developed with the help of IRE staff, and Drs. Sass and Pedersen. Suggestions will be shared with committee as soon as ready.

**Data/source:** n/a

**Action:** Karen Pain will create a document to illustrate the suggested changes after next meeting with SACS leadership team, expected to be November 10<sup>th</sup>. The document will be sent by email for comment. Revisions will be finalized this semester.

**ITEM 2: Workshops**

**Discussion:** It was suggested in previous meetings that content be finalized based on revised learning outcomes. Since those revisions are still incomplete, this part of the workshops must also be postponed. However, several items were finalized: the goals and outcomes of the workshops were determined; workshops will have 5-12 participants; pre-registration via Human Resources will be utilized and participation will count as professional development on employee files. Additionally, co-facilitators will be recruited from the Advisory Council in two weeks, and the Council will also be invited to participate in “mock” workshops in January. A pocket-sized “spiral bound flip chart” was discussed for the purpose of creating a resource that can be used in the workshops and possibly provided to College constituents. This flip chart would clearly define each QEP outcome; suggest key vocabulary words that illustrate those outcomes; and provide lines of questioning that can be used to encourage student accomplishment of the outcomes. It was agreed that workshops should have such a flip chart and possibly handouts, but that a textbook is not necessary and would actually be too overwhelming.

**Data/source:** pocket flip charts from EduPress; miscellaneous books and textbooks about critical thinking

**Action:** Karen Pain and Ana Porro will provide a presentation template (in Power Point) for the workshops once the QEP revisions are finalized.

**ITEM 3: Resources; “class test”**

**Discussion:** Karen Pain will make list of suggested items for resource centers before 11/18 meeting – discuss at that meeting and allow Council to review and provide feedback by December. The committee agrees that it is beneficial to the College and the QEP goals for a class test to be completed in the spring. Participants will be selected from the committee as well as the Advisory Council, pending the number of seats offered by Pearson. Committee agrees that of the textbooks reviewed to date (Facione, Diester, Waller, McWhorter), the Facione text offers the best chance to equip participants to help students develop critical thinking skills.

**Data/source:** n/a

**Action:** Karen Pain will contact publisher to see if “Think” by Peter Facione can be used in the online class test and to find out how many seats Pearson will allow us to fill for a class test.

Meeting adjourned at 12:00 pm

Submitted by Karen Pain, QEP manager