

PALM BEACH STATE COLLEGE

MINUTES

Quality Enhancement Plan Writing Team (Sub-committee)

Friday, November 5, 2010, 11:15am – 12:15pm

ETA 101, Lake Worth

Attendance:		
<input checked="" type="checkbox"/> Jackie Berg	<input checked="" type="checkbox"/> Dan McGavin	<input checked="" type="checkbox"/> Karen Pain
<input checked="" type="checkbox"/> Cathy Seyler	<input checked="" type="checkbox"/> Melissa Solla	

ITEM 1: DOCUMENT FORMAT

Discussion: None like the Arial, size 11, requirement and will work with size 14 font while writing. Karen Pain will resize to track actual document length. The sub-committee reviewed two models offered by SACS and selected one that includes only the five main sections that encompass the five requirements for the QEP, plus an executive summary and appendices.

Data/source: SACS-COC *Handbook for Institutions Seeking Reaffirmation (December 2009 version)*

Action: Karen Pain will create a table of contents and email to the sub-committee to confirm that adaptation of the presented models.

ITEM 2: HOW TO PROCEED

Discussion: It was decided that a template should be used to describe every planned action for the QEP. Each action will be listed as a strategy and will include the learning outcome, description, assessment, and a time-table of implementation.

Data/source: n/a

Action: Karen Pain will create the template and send to the sub-committee and merge sections from the original QEP proposal into a new draft so that the sub-committee can see how much is left to write.

ITEM 3: LITERATURE REVIEW

Discussion: Faculty on the sub-committee (Jackie, Dan, and Karen) will write the review based on scholarly work related to professional development, curriculum practices, and co-curricular activities that will relate to the QEP.

Data/source: multiple sources from academic databases; additional library sources

Action: Jackie Berg and Dan McGavin will review the work done by Karen Pain based on committee suggestions, add additional research if needed, and provide final revision to Karen Pain by November 12.

Meeting was adjourned at 12:45pm

Submitted by: Karen Pain, Chair