

PALM BEACH STATE COLLEGE

MINUTES Quality Enhancement Plan Writing Team Friday, November 5, 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 Chernehoff	<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	<input checked="" type="checkbox"/> Pat Tierney (guest)	

ITEM 1. WRITING THE PLAN / PREPARING THE DOCUMENT

Discussion: Jackie Berg, Dan McGavin, Cathy Seyler, and Melissa Solla will work with Karen Pain to synthesize committee and college discussion into narrative form. They will meet as a sub-committee after the general meeting to outline format and align specific writing tasks.

Data/source: n/a

Action: Sub-committee will meet 11/5/10 at 11:15am.

ITEM 2: UPDATES

Discussion: Karen Pain reported that Dr. Sass is highly supportive both of the committee decision to request the QEP Manager position next spring with a July 2011 start date and with the request to have the position filled by a faculty member who has been involved in the QEP development process.

Because previous discussion had not included the option to search for a critical thinking content expert as a candidate for the manager position, Karen Pain asked the committee to think again about this position, this time comparing the advantages of bringing in a content expert to the advantages of filling the position with a faculty member.

Pat Tierney was in attendance with the express purpose of conveying his concerns about this position, sharing his belief that faculty are well-able to serve as content experts with adequate support and training. The committee agreed and saw the need to call a motion as in the previous meeting, this time specifically stating that the position be filled by a faculty member if available and not an outside content expert. Gail Burkett so moved. Dan McGavin seconded the motion and it carried unanimously.

Additional comment regarding co-curricular activities was discussed. The suggestion was made to create a “menu” of options that can be selected from annually during QEP implementation: debate series, common reader, common writing, information literacy project, anti-plagiarism project were already on the list; Holocaust event was added, as was the inclusion of Math Awareness Week and Honors Projects.

The use of the word “dynamic” in overarching goals was discussed. A concern had been expressed via email by an Advisory Council member but the committee preferred to keep the word, expressing in particular that it describes a process that has room to evolve and change appropriately. No changes were made.

There was discussion regarding a suggestion by email from an Advisory Council member to include writing as a means to measure a proposed student learning outcome (students will increase their ability to think critically about their success in college, career, and life situations). The committee believes that writing is a good means but determined it would be better to leave the outcome open for other measures as well. No changes were made.

There are still no names for the faculty leadership team that will help develop and initiate professional development, for the curriculum development initiative, or for the co-curricular initiative. The committee was asked to consider ideas they might have and email Karen Pain as soon as possible.

Data/source: n/a

Action: Comments will be considered as the narrative is prepared. Karen Pain will follow through with plans to meet with Dr. Sass and Human Resources early in the spring term to develop the job description and get the position approved. She will also meet with administration and IRE to discuss better and additional learning outcomes.

ITEM 3: COLLEGE-WIDE PARTICIPATION

Discussion: There is concern about trying to involve the college right now as planned rather than waiting until spring for the next round of college-wide participation. The committee believes it is best to complete the draft as planned, present it to the Advisory Council in December as planned, but postpone a contest to name the QEP and develop artwork until spring. Doing so will allow us to include meetings with CRM, and solicit prizes, neither of which can be done effectively if we try to run the contest this term.

Data/source: n/a

Action: The contest to determine a title and artwork will be postponed until spring 2011.

ITEM 4: VIDEO UPDATE FOR JANUARY

Discussion: Karen Pain has reserved a film date for December 10, 2010, but does not have ideas for a script yet. The committee was asked to give this some thought and send feedback as soon as possible.

Data/source:

Action: Committee will send feedback video ideas for a 3-5 minute video. Karen Pain will meet with CRM/MTIS to try to generate some ideas also.

Meeting was adjourned at 11:15 a.m.

Submitted by: Karen Pain, Chair