

PALM BEACH STATE COLLEGE

MINUTES

Quality Enhancement Plan Writing Team (Sub-committee)

Friday, November 19, 2010, 11:30am – 1:45pm

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 | | |

ITEM 1: DOCUMENT FORMAT

Discussion: Format is consistent and seems workable.

Data/source: Drafted sections from previous assignments

Action: Continue working on unfinished sections

ITEM 2: HOW TO PROCEED

Discussion: Will need to meet at least once more in person to review draft before submitting to administration as complete. It is agreed that sub-committee cannot accomplish this until week of December 13th, so presentation to Advisory Council meeting will include slides and discussion without paper draft.

Data/source: n/a

Action: Assignments will continue from previous week. Karen Pain will send confirmation of specific assignments within one day. Assignments will be completed and returned to Karen on or before 12/2/10; she will copy all work into full draft copy and email back to sub-committee on or before 12/9/10 to review before meeting again on 12/13 or 14, final exam schedules pending. First draft will be submitted to Dr. Sass on or before 12/16/10.

ITEM 3: LITERATURE REVIEW

Discussion: Literature review is complete, and all strategies have been developed based on College-wide feedback and research. Task in January will include a thorough review of strategies discovered and sources included in the research to determine if and how they are written into the QEP. Likewise, all strategies included will be review and cross-referenced back to the research to ensure all strategies are referenced appropriately.

Data/source: Draft of literature review

Action: Cross-reference literature review against all strategies and vice-versa in January.

Meeting will adjourned at 1:45pm

Submitted by: Karen Pain, Chair