

MINUTES
Quality Enhancement Plan Writing Team
Friday, November 19, 2010, 10:00 am – 11:30 am
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		

ITEM 1. WRITING THE PLAN / PREPARING THE DOCUMENT

Discussion: Jackie Berg, Dan McGavin, and Cathy Seyler will meet as a sub-committee after the general meeting to outline format and align specific writing tasks. The general meeting will adjourn at 11:15am if possible.

Data/source: n/a

Action: Sub-committee will meet 11/19/10 at 11:15am or as soon as possible thereafter.

ITEM 2: UPDATES

Discussion: Video for January will be filmed on 12/10/10 at 8:30am. It will be played at January adjunct orientation meetings and possibly for the College You Tube site to provide a QEP status update. Seven people total can participate.

This is the last formal QEP Writing Team meeting. Members of this committee are invited and encouraged to participate on the QEP Advisory Council to maintain a leadership role next semester. Everyone present agreed they want to continue in that capacity.

Math Awareness Week (MAW) is scheduled for the first week in April again in 2011. The national theme is Math and Complexities, but the MAW planning committee would like to include critical thinking in their events. They wanted to know if the idea is acceptable. Unanimously, the QEP committee agreed that doing this will be an excellent way to continue conversations about critical thinking, keep a variety of constituents involved in the topic, and may provide some baseline data for co-curricular activities and workshops that will be developed for the QEP.

Minutes have been uploaded to <http://www.palmbeachstate.edu/x19440.xml>.

Data/source: n/a

Action: Mindy Yale, Brian Findley, Carleton Chernenkoff and Karen Pain will work with MTIS to produce video. Gail Burkett and Thomas Caughman will be back-ups if needed. Advisory Council will be invited to fill the other three spots.

All present members of the QEP writing team will remain active in the QEP development and implementation as members of the QEP Advisory Council as of the spring 2011 semester.

The QEP writing team will recommend that Math Awareness Week 2011 include a title and events that pertain to critical thinking.

ITEM 3: CONTEST

Discussion: Judy Maxwell, Robin Johnson, and Karen Pain, would like to run a College-wide contest from 1/11/11 – 2/9/11. Rules were discussed. Prizes will be needed and sought. Thomas Caughman suggested we print a few t-shirts for the team to wear in January that would communicate the contest and encourage people to ask the wearer for information. Guest Luanne Goncalves, Beachcomber contributor, volunteered to design a t-shirt for this purpose. The committee would like to handout contest announcements at the conclusion of the MLK event on all four campuses if permission can be obtained.

Data/source: handout: suggested announcement and official rules

Action: Karen Pain will contact Dr. Truman to discuss contest and be sure it is a feasible timeline for including College Relations and Marketing staff. Karen will also contact MLK event organizer, Juanita Benjamin, to find out if it is acceptable to distribute the announcements, and Dr. Sass regarding funding for both. The Foundation will be contacted to see what prizes may be available already. Follow-up will be necessary to create the announcement and t-shirt design if both are acceptable and fundable.

ITEM 4: DRAFT

Discussion: The draft is coming together, but is not ready for review or editing. Since this is the last meeting, the draft will be emailed to everyone on the team when the sub-committee has completed it – this may not occur until the very end of the semester. The presentation to the QEP Advisory Council will include details of planned strategies, outcomes, and assessments, but will not include the draft as originally expected.

Data/source: n/a

Action: Karen Pain will continue to work with the writing sub-committee and email a full draft for team review and comment when complete. The draft will be in editing phase when the spring term begins in January and comments will be welcome at that time if not before.

Meeting adjourned at 11:30 a.m.

Submitted by: Karen Pain, Chair