

**MINUTES**  
**General Education Assessment Committee/Quality Enhancement Plan Implementation Team**  
**Joint Meeting**  
**Friday, August 24, 2012**  
**10:00am – 12:00 noon**  
**CBP 201, Lake Worth**

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<b>Attendance:</b>	Jennifer Campbell <input type="checkbox"/>	Caroll Capers <input checked="" type="checkbox"/>
Eliana Carvalho Mukherjee <input checked="" type="checkbox"/>	Carleton Chernekoff <input checked="" type="checkbox"/>	Lyam Christopher <input checked="" type="checkbox"/>
Tcherina Duncombe <input checked="" type="checkbox"/>	Brian Findley <input checked="" type="checkbox"/>	Robin Hoggins-Blake <input checked="" type="checkbox"/>
David Knopp <input checked="" type="checkbox"/>	Manuel Larenas <input checked="" type="checkbox"/>	Daniel McGavin <input checked="" type="checkbox"/>
Marcie Pachter <input checked="" type="checkbox"/>	Karen Pain, Co-chair <input checked="" type="checkbox"/>	Ginger Pedersen <input checked="" type="checkbox"/>
David Pena <input checked="" type="checkbox"/>	Ana Porro <input checked="" type="checkbox"/>	Richard Reeder <input checked="" type="checkbox"/>
Helen Shub, Co-chair <input checked="" type="checkbox"/>	Debra-Anne Singleton <input checked="" type="checkbox"/>	Warren Smith <input checked="" type="checkbox"/>
Melissa Stonecipher <input checked="" type="checkbox"/>	Kristy Taylor <input checked="" type="checkbox"/>	Patrick Tierney <input checked="" type="checkbox"/>
Zyanya Torres <input checked="" type="checkbox"/>	Connie Tuisku <input checked="" type="checkbox"/>	David Wells <input checked="" type="checkbox"/>
Elizabeth Wilber <input checked="" type="checkbox"/>	Mindy Yale <input checked="" type="checkbox"/>	Guest: Lucia Adrian <input checked="" type="checkbox"/>

**ITEM 1. Welcome and Introductions**

Discussion: Helen Shub and Karen Pain welcomed everyone to the first meeting of the new academic year. All committee members introduced themselves and welcomed the new members.

Data/data source: None

Action: None

**ITEM 2. Overview of the QEP and Gen Ed Schedules**

Discussion: Ms. Shub and Ms. Pain provided an overview of the schedules for both committees. They emphasized that because these committees provide release time for classroom faculty, there are expectations related to time commitment and productivity. The committee schedules outline the anticipated deliverables along with the appropriate time frames.

Specific action items that were mentioned include:

1. Everyone: Bring your calendars, and be ready to “sign up” for a specific day and time to host a focus group between October 15th and November 2nd.
2. Everyone: Be ready to “sign up” to write one article for one newsletter (drafts will be due in October, November, February, and April... signing up for more than one article or issue will be welcomed but not required!)
3. Gen Ed members: Be ready to sign up for two of the three projects.... “SLC integration” project, Turnitin.com workshops, adjunct module development project (to introduce writing and assessment initiatives to adjuncts). Committee members were encouraged to read the descriptions of the projects in the handout distributed to determine which they prefer to participate in.

Data/data source: Schedules for QEP Implementation Team and General Education Assessment Committee

Action: Committee members were asked to bring their calendars with them to the next meeting to facilitate the selection of dates for focus groups and the coordination of those dates with other committee members.

### **ITEM 3. QEP Cohort Meeting**

Discussion: Ms. Pain provided an overview of what is expected of those who participate in the QEP Cohort. The initial expectations of cohort members include:

1. Introduce yourself in the Discussions link.
2. Find two dates to meet with cohort colleagues on your campus this semester & post in the Discussions link.
3. Pick a chapter to summarize for the group (two faculty may sign up for the same chapter, even before all slots are full, but no more than two per chapter!)... Chapters will be up soon – keep checking if they are not there when you log in... they will be in the Discussion link
4. Check some of the resources in the Modules link

At the conclusion of the meeting, Ms. Pain distributed copies of the Disposition Inventory used to measure students’ willingness to think critically. All members of the cohort took the timed test and will be informed of the results as soon as they are available. The purpose of this exercise was to familiarize the cohort members with one of the testing instruments utilized by the QEP.

Data/data source: None

Action: Cohort members will follow through with the above-listed items. Ms. Pain will upload the chapters to the blackboard website and she will deliver materials for the Disposition Inventory to the faculty.

Meeting Adjourned at 12:00 pm.

Submitted by:

Helen Shub and Karen Pain, Scribes