

# PALM BEACH STATE COLLEGE

**QEP Support Committee Meeting Minutes**  
**Friday, November 18, 2016**  
**10:00 am – 12:00 pm**  
**Lake Worth Campus, Room CBP 320**

---

<b>Attendance</b>		
<input checked="" type="checkbox"/> Mauvette Joseph	<input checked="" type="checkbox"/> Laura Gainer	<input checked="" type="checkbox"/> Marilee McGaughey
<input checked="" type="checkbox"/> Mara Abrams	<input checked="" type="checkbox"/> Lazaro Camacho	<input checked="" type="checkbox"/> Carrie Stevens
<input checked="" type="checkbox"/> Timi Storms	<input checked="" type="checkbox"/> Megan Tomei-Jameson	<input checked="" type="checkbox"/> Luke Rogers
<input checked="" type="checkbox"/> Marc Fedderman	<input checked="" type="checkbox"/> Joe Pick	<input checked="" type="checkbox"/> Doug Cornwell
<input checked="" type="checkbox"/> Hector Hernandez	<input checked="" type="checkbox"/> Jeanne Boone	<input checked="" type="checkbox"/> Andy Plotkin
<input checked="" type="checkbox"/> Janell Wildgoose Carroll	<input checked="" type="checkbox"/> Connie Tuisku	<input checked="" type="checkbox"/> Jennifer Hudson
<input checked="" type="checkbox"/> Sandy Demauro	<input checked="" type="checkbox"/> April Harris	<input checked="" type="checkbox"/> David Wells, QEP Manager
<input checked="" type="checkbox"/> Laura Bassett	<input checked="" type="checkbox"/> Roger Yohe, Guest	

**Item 1: Welcome**

Dave Wells, QEP Manager, welcomed QEP Support Committee members and introduced Dr. Roger Yohe, Vice President of Academic Affairs. Dr. Yohe briefly addressed the group and praised the members ongoing commitment to support the QEP and spoke of the importance of ending the QEP on a strong note. He shared his interest to run the 2017 QEP Summer Institute this coming May.

**Item 2: 4<sup>th</sup> Year QEP Report**

**Discussion:**

Dave Wells, QEP Manager, informed the committee that he has submitted the 4<sup>th</sup> Year QEP Annual Report to the District Board of Trustees (DBOT) and presented a summary presentation of the report to the DBOT at the November 8<sup>th</sup> Board meeting. Dave Wells reported that the presentation went smoothly. To summarize report findings, Dave Wells supplied various data tables from the 4<sup>th</sup> Year report and asked committee members to review content. Dave Wells then addressed questions regarding the difference in the increase of faculty/staff participation for the QEP cohort from Year 2 to Year 4 and described how the QEP cohort was identified, tracked and recorded. In particular, Dave Wells shared that the significant boost in cohort participation numbers in Year 3 was due to the transition from participation based largely on QEP Implementation Team participation (6-8 people) to Professional Learning Groups participation (40+ people). Dave Wells also explained data provided on career program outcomes and committee members discussed whether to investigate why there was a reduction in the number/percentage of career program critical thinking outcomes assessed in Year 4 compared to previous years.

**Action Item:** Dave Wells will further investigate the reasons why there was a reduction in the number of career program outcomes assessed in 2015-16.

Data: [4<sup>th</sup> Year QEP Annual Report](#)

**Item 3: QEP Participation**

Dave Wells shared that the QEP annual Participation survey (of Collaboration Cohort/PLG members) reported a 7% reduction in agreement with statements about how the PLGs increase their knowledge and understanding of critical thinking, QEP outcomes, and their desire to learn more about teaching and assessing critical thinking. There was a robust discussion about various reasons for the reduction and some agreement among PLG members present that the reduction may be explained by a reduced intensity among member participation from the first year to the second year of PLG existence, the absence of a particular shared critical thinking focus in the second year among the seven PLGs, and the absence of a Summer Institute to support the implementation of various projects under development in the PLGs. Dave Wells shared the revised PLG report created by the PLG facilitators and that the QEP manager will help set expectations of PLG members and support their ongoing achievement of their goals around critical thinking.

**Action Item:**

Dave Wells will administer a QEP Participation Survey early in the calendar year (May 2017) to increase the number of participants and will work to offer the Summer Institute in summer 2017.

**Item 4: QEP Collaboration Cohort**

Dave Wells explained the two levels of QEP professional development and how Level 2 professional development addresses a more intensive involvement in learning, sharing best practices, and expanding the resources of the QEP. Level 2 involvement occurs through the collaboration cohort which is made up of PLG facilitators and members. Over the past four years, the collaboration cohort has been comprised of a cumulative total of 79 faculty and staff through PLG membership and participation in the QEP implementation team (original collaboration cohort). Dave Wells explained that the QEP seeks to involve at least another 16 faculty or staff in PLG to reach the QEP target goal of 95 cohort participants.

**Action Item:**

Dave Wells, along with PLG facilitators, will continue to recruit new faculty and staff participation in PLGs and also the Summer Institute to reach the 95 participant goal. In particular, Dave Wells will target better representation from the humanities and natural science faculty in the PLGs.

**Item 5: Quick Guide Campaign**

Dave Wells updated the committee members on the progress of the Math Quick Guide. He informed the committee that seven faculty and staff have provided their suggested revisions and feedback on the draft Math Quick Guide and the Math Guide work team will meet to decide how to incorporate those suggested changes. Also, the Math Quick Guide work team (Joe Pick, Barbie Edgar, Lana Findley, David Simms, and Mara Abrams) presented the Math Quick Guide at a Lake Worth PTLC event and have decided to implement the guide in phases. The first phase will be to distribute the guide to each Student Learning Center (SLC) for learning specialists and tutors to use with students during tutoring sessions and supplemental instruction. The work team will devise a way to gather data on the guide's effectiveness and gain feedback from staff and students on needed revisions and updates. Also, as part of the rollout, the work team will offer training to SLC staff and, currently, a training for the Boca Raton SLC is planned for January 4<sup>th</sup>. Joe Pick shared how his involvement in the QEP Committee and the Quick Guide work team have positively influenced his capacity to teaching from a critical thinking perspective.

Also, Mara Abrams explained the powerful influence of using the Math Quick Guide in the SLC and how it can prepare faculty to embrace its use in the future

**Action Item:**

Math Quick Guide Team will meet on December 2<sup>nd</sup> to finalize revisions to guide, prepare for the Boca Raton SLC training in January, and map out how to effectively implement and measure the use of the Math Quick Guide in the SLC during the Spring Semester.

**Item 6: Course Assessment Initiative**

Dave Wells provided the committee a list of 17 course assignments that measure critical thinking based on one of the QEP outcomes or a related critical thinking criteria. Dave Wells mentioned that he has made a concerted effort to find assignments from a variety of academic disciplines and has recently reached out to natural science and arts faculty to broaden the representation of critical thinking based assignments in these disciplines.

**Action Item:**

Dave Wells will contact those faculty who have expressed a willingness to share their critical thinking assignment data in late fall and/or early spring semester to confirm interest and begin to collect the data needed to report assignment finding.

**Item 7: Assessment Update**

Dave Wells informed the committee that the California Critical Thinking Dispositions Inventory (CCTDI) administration is underway in five course sections comprised of students from ENC1101, SLS1201, SLS1501, and CHM1032. Dave Wells estimates that approximately 120 students will take the CCTDI and that the completed tests will be sent to Insight Assessment just prior to the end of fall 2016 semester. Results will then be available by the January QEP Support Committee meeting. Also, Dave Wells explained that due to the voluntary and online nature of the General Education Critical Thinking Scenario Assessment administration this year, only 17 students have completed the assessment as compared to 111 students last year. In addition, unlike previous years, there will not be two sample groups, one general sample and one sample from students in a course taught by a QEP Cohort member. Results for the 2016 Critical Thinking Scenarios will be available in late fall or early spring semester.

**Item 8: QEP Tribute**

Dave Wells mentioned that the QEP Tribute committee is planning to meet on January 13<sup>th</sup> to explore possible events or projects that mark the end of the QEP, reinforce the impact of the past 5 years, and to invigorate continued interest in critical thinking in learning beyond the QEP.

**Item 9: QEP Impact Report**

Dave Wells stated that he will soon begin the first draft of the QEP 5<sup>th</sup> Year Impact Report and would like readers and reviewer from the QEP Support Committee.

**Action Item:** Dave Wells will meet periodically with the PBSC SACSCOC 5<sup>th</sup> Year Interim Report Committee to share drafts of the QEP 5<sup>th</sup> Year Impact Report and gain valuable feedback to best ensure the report is fully accepted by the SACSCOC 5<sup>th</sup> Year Review Team.

**Data:** [Process for QEP Impact Report](#)

**Item 10: PLGs**

Dave Wells reviewed the status of the seven PLGs. The status is as follows: 3 PLGs on Lake Worth Campus are meeting regularly, the Boca Campus PLG will be having its first meeting on November 21<sup>st</sup>, one Palm Beach Gardens PLG will resume meetings at the beginning of the spring semester while the second Palm Beach Gardens PLGs is not actively meeting as no one has come forward to lead the group, and the Belle Glade PLG is planning to begin meeting in early Spring semester. A few PLG leaders spoke on behalf of the activity with their groups. Doug Cornwell mentioned that his Lake Worth PLG has a STEAM perspective and its members hail from various disciplines such as Physics, Art, Chemistry, Nursing, Communications, Literature, and Math. Sandy Demauro shared that her Lake Worth PLG is focused on pairing members in hopes of creating collaborative projects and/or mentorship based on member expertise. She shared that a librarian and communications professor have an ongoing collaborative project to build and support course Lib Guides for two of the communications professor's courses. Timi Storms shared that she anticipates eleven participants, many of whom are new to the Boca PLG, to attend their first PLG meeting this coming Monday.

**Action Item:** Dave Wells will continue to work with the PLG leaders to support ongoing project development, learning about critical thinking in higher education, and assist in recruiting membership and leadership where needed.

**Item 11: 2017 Summer Institute**

Dave Wells shared that there is a strong likelihood that we will run the Summer Institute in May 2017 after a one year hiatus due to a funding shortage. Dave Wells described that the Summer Institute serves as a key event that supports the ongoing project development occurring in the PLGs and offers faculty and staff a dedicated time period to work out creative instructional and assessment projects that can be implemented in courses and departments in the subsequent fall semester. Dave Wells described that he expects to continue with the same program from the 2015 Summer Institute in which participants committed dedicated time to working within workgroups to develop their individual project while supporting and providing feedback to work group members pursuing similar projects. Work groups will probably include focus areas such as: virtual learning objects, PLG facilitation, course assessment & rubrics, and educational technology.

**Action Item:** Dave Wells will continue to work with Dr. Yohe to secure the needed funding to provide a stipend to Summer Institute participants, create an application process, and market the event to QEP leadership and PLG members sometime in late winter or early spring semester.

**Item 12: Next Meeting & Closing**

Dave Wells shared that in order to avoid meeting conflicts with the PLGs he pre-approved Friday, January 27<sup>th</sup> 10:00 a.m. – 12:00 p.m. for the next QEP Support Committee Meeting. Dave Wells thanked the members for their attendance and valuable insights and ideas.

Respectfully submitted,

Dave Wells  
Manager, Quality Enhancement Plan