

**AGENDA/MEETING Minutes**  
**QEP Implementation Team**  
**Friday, April 25, 2014**  
**9:30am – 12:00pm**  
**CBP 201, Lake Worth Campus**

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<b>Attendance:</b>	<input checked="" type="checkbox"/> Hilary Ashmen	<input checked="" type="checkbox"/> Andrew Burnstine
<input checked="" type="checkbox"/> Jennifer Campbell	<input checked="" type="checkbox"/> Lyam Christopher	<input checked="" type="checkbox"/> Tracy Ciucci
<input checked="" type="checkbox"/> Laura Gainer	<input checked="" type="checkbox"/> John Gaul	<input checked="" type="checkbox"/> Lynnmarie Gomes-Highsmith
<input checked="" type="checkbox"/> Roland Holt	<input checked="" type="checkbox"/> Pamela Mason-Egan	<input checked="" type="checkbox"/> Marilee McGaughey
<input checked="" type="checkbox"/> Joseph Millas	<input checked="" type="checkbox"/> Marcie Pachter	<input checked="" type="checkbox"/> Karen Pain, Chair
<input checked="" type="checkbox"/> Andrew Plotkin	<input checked="" type="checkbox"/> Magdala Ray	<input checked="" type="checkbox"/> Helen Shub
<input checked="" type="checkbox"/> Marjorie Simon		

**ITEM 1**

**Update on Required Initiatives:** Ms. Pain provided the following updates.

- Level 1 Professional Development
  - 17 workshops at beginning of year; 24 now in our inventory
  - “institute” partially accomplished during Development Day, 3/26 – existing and new workshops were offered and the QEP was highlighted in the general session
  - Online workshop ready! / 33 “Support Team” members enrolled for 2014-2015
  - Working with Ginger Pedersen to integrate into adjunct training
- Level 2 Professional Development
  - Implementation team continue as cohort in 2014-2015 (Leadership Team)
  - Faculty and probably non-faculty will serve as facilitators for their own campus cohorts starting the fall semester
  - Similar initiative is being included in the Title V grant application; grant, if awarded, will run from 10/1/14-9/30/19
- Outcomes Alignment – completed last year; will be reviewed this summer
- Resources – inventory for each campus (library in BG & LW; PTLC in Gardens; QEP office for Boca); additionally purchasing specific resources for those who participate in the professional learning groups

**Discussion:** Those present who are returning next year may peruse the online modules and provide feedback to Ms. Pain during summer and 2014-2015 fall/spring semesters. Pam Mason-Egan suggested developing a “lib guide” for users to review the resources available for check out on campus. It was also suggested that a slide presentation could be created and integrated into the Blackboard workshop.

**Data source:** Previous meeting minutes and communication.

**Action:** Committee members who have time may log into Blackboard site and begin working or reviewing modules. Ms. Pain will work with librarians to discuss lib guide.

## ITEM 2

**Update on Additional Projects:** Ms. Pain provided the following updates.

- Rubric – is available on the QEP webpage. Some faculty are using it but not for the purpose of reporting results
- Assessment – no significant change in student learning but we are not losing ground; some processes are right on track, but cohort development has been a little behind schedule
- Annual Report – presented to DBOT in January
- Marketing Piece – will be distributed at convocation and in adjunct orientation meetings; will highlight outcomes and associated skills and a few other points of interest related to the QEP
- Web – continues to be developed but extra eyes are welcome
- Student contest was a success, given that it was our first attempt. In all, 20 individual students submitted entries (3 each on LW and BG campuses, plus 8 on Boca and 5 on PBG). Eight classes were represented in entries received as class entries. Scoring is complete and prizes have been awarded.

Discussion: Tracy Ciucci reported that the health cluster will be using the QEP rubric as they move forward with course changes and improvements.

Data source: Previous meetings and communication

Action: Ms. Pain will follow up with health cluster chairs to find out how data will be collected to see whether or not any of the QEP learning outcomes might be documented among health students in coming years

## ITEM 3

**Student Contest:** Ms. Pain explained that with the restructuring of committees next year, the current “Advisory Council” will become the QEP Support Team and have primary responsibility of the student content. She then provided recommendations that were offered by the QEP Implementation Team:

- meet in person for judging, at least one calibration session (too much variance when it is 100% electronic as it was this year)
- partner with student activities to award as part of larger end of year awards event
- add speech category
- include a multi-media category and essay category only
- have separate rubric for each category
- have a “save the date” announcement on day one of the semester so that faculty will be aware of the contest early enough to integrate into spring instruction if desired

Discussion: The committee did not like the idea of having only two categories as it seemed the ‘multi-media’ category would become a catch all and entries might not be easily scored. Instead and after much discussion, they voted for three categories, each to have its own rubric: essay, speech, and poster. In each case, the rubric will allow for 80% of each score to come from content-related “thinking” and 20% of each score to come from presentation. For essays, this means that 20% of the score will be related to grammar, spelling, and other writing requirements; for speeches, 20% of the score will come from

the ability to present; for posters, 20% of the score will come from the appearance of the poster. Rubrics will be drafted by Ms. Pain and others who are able to help over the summer; final versions will be developed early in the fall semester. Rules will be edited using the original contest rules, but will be revised to include new categories and scoring and to reflect a minimum requirement for winners. It was decided that a number of prizes in each category will not be pre-determined but instead, will be awarded based on entries received. The spring contest will be announced when faculty return in the fall. Rules and rubrics will be made available as early as possible in the fall semester.

Data source: QEP annual report for 2012-2013, previous meeting minutes and QEP implementation team meeting minutes, previous communication

Action: Ms. Pain will draft rubrics and contest rules during the summer and send out electronically to those who will be on the QEP support team in 2014-2015.

**ITEM 4**      **2014-2015:** Ms. Pain thanked everyone for their participation this year and showed the Blackboard workshop to the committee for the benefit of those who will continue on the QEP Support Team next year.

The meeting adjourned at 12:00pm.

Respectfully submitted by scribe,  
Karen D. Pain, QEP Manager and Advisory Council Chair