

**MEETING MINUTES**  
**QEP Leadership Team: Facilitator Training and Annual Planning**  
**Friday, August 22, 2014**  
**8:30am – 4:00pm**  
**Lankler Property, Jupiter, FL**

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<b>Attendance:</b>	Eliana Carvalho Mukherjee	Carleton Chernekov
Manuel Larenas	Karen Pain, Chair	Kristy Taylor
David Wells	Shannon Whitman	Elizabeth Wilber
Mindy Yale	Guest: Emma Chow	Guest: Marcie Pachter
Guest: Pat Tierney	Guest: Helen Shub	

**ITEM 1 Welcome and Old Business (8:30am-9:30am)**

**Discussion:** Ms. Pain welcomed the team back for a new year, and welcomed guests from the General Education Assessment Committee who joined the meeting for the purpose of “facilitator training” as both groups of faculty prepare to lead professional learning groups in the coming year. She also briefly reviewed the status of projects from the previous year:

- QEP and assessment newsletter *GASP!*) – Articles will not be a required deliverable this year. Helen Shub and Karen Pain will continue to publish the newsletter, although with fewer issues and a different plan for primary content (see Development Day).
- Development Day – academics, student services, and business services will each host their own agendas in the fall; in the spring, a speaker will be brought in to address faculty and staff from student services. A call for proposals has gone out and team members are encouraged to submit. Fewer sessions will be offered, but they will be scheduled in larger rooms to accommodate more people. Faculty and staff members whose proposals are accepted will be asked to write a narrative to describe their sessions for people who cannot attend. Those descriptions will be published in the newsletter.
- Marketing brochure – the brochure was completed in May and was distributed to all faculty and adjuncts earlier this week. Additional copies are being sent to non-instructional employees next.
- Student Contest – a “save the date” announcement has been sent electronically and is on the intranet to let faculty know that the spring contest will be repeated. The contest will be facilitated and judged by QEP Support Team members who set parameters last spring: three categories will be included (essay, poster, speech) and rubrics are being finalized for each category separately. Members of the QEP Leadership Team will be invited to participate in the judging. Rules and rubrics will be posted online when available.

**Data source:** n/a

**Action:**

**ITEM 2: New Business – this year’s four deliverables (9:30am-9:55am)**

**Discussion:** Leading and participating in a professional learning group is the primary responsibility this year for faculty on the team. All faculty will offer on meeting monthly on campus and submit a report by the end of the month to Ms. Pain. Additionally, there are three other expectations of team

members this year. Ms. Pain asked all members to be vigilant about checking email communications regarding information about the learning groups and the additional three items (as follows).

1. Complete all components of the newly revised online workshop, offering feedback to Ms. Pain for the next iteration of improvements; use the Blackboard course as an alternative discussion point for PLG.
2. Provide feedback this fall on the QEP outcomes “flip book” that is being developed.
3. Be willing to share developing expertise if asked (for example, by presenting a breakout session on Development Day).

**Data/source:**

**Action:**

**ITEM 3: New Business – this year’s assessment (9:55am-10:00am)**

**Discussion:** Ms. Pain explained that the California Critical Thinking Skills Test will again be used during the General Education assessment process, but that three sections with students taught by QEP faculty must also be assessed and will be selected randomly by IRE. Faculty on the team who have selected sections will be notified in the next few weeks.

Additionally, the California Critical Thinking Disposition Inventory must be administered to students taught by QEP faculty by the end of the semester.

Ms. Pain also announced that the QEP rubric is now available as a Blackboard assessment tool to all faculty and instructors who teach in Blackboard. The rubric is the same as the one used to measure students’ critical thinking skills based on their responses to scenarios during the General Education assessment cycle. In Blackboard, instructors can use it as is or modify it as needed to score any assignment.

**Data/source:**

**Action:**

**ITEM 4: Professional Learning Groups: Facilitator Training (10:00am-4:00pm)**

**Discussion:** Dave Wells and Karen Pain, using material from the National School Reform Faculty Resource Book as well as other learning community resources, conducted a six-hour training (with a working lunch) to help facilitators prepare for leading their own groups.

**Data/source:** n/a

**Action:**

Meeting adjourned at 4:00pm

Submitted by:

Karen Pain, Chair