

MEETING MINUTES
QEP Implementation Team
Friday, January 10, 2014
11:00am – 3:30pm
HT 103A, Boca Raton Campus

Attendance:	<input checked="" type="checkbox"/> Caroll Capers	<input checked="" type="checkbox"/> Eliana Carvalho Mukherjee
<input checked="" type="checkbox"/> Carleton Chernehoff	<input checked="" type="checkbox"/> Manuel Larenas	<input checked="" type="checkbox"/> Karen Pain, Chair
<input checked="" type="checkbox"/> Deborah Snowberger	<input checked="" type="checkbox"/> Kristy Taylor	<input checked="" type="checkbox"/> David Wells
<input checked="" type="checkbox"/> Shannon Whitman	<input checked="" type="checkbox"/> Elizabeth Wilber	<input checked="" type="checkbox"/> Mindy Yale

ITEM 1 Late start

Discussion: Meeting was scheduled to start at 9am, but unexpected flooding caused a delayed College opening. Work that would have been done with an additional two hours will be done by team members individually and electronically.

Data source: n/a

Action: Ms. Pain will send follow-up requests for additional work.

ITEM 2: Newsletter articles

Discussion: All faculty members on the team have submitted or are making final edits on at least two articles as requested and will submit a third by the February 7th meeting. Ms. Pain and Helen Shub are developing an inventory for future issues of *GASP!*

Data/source: Meeting minutes from November 15, 2014

Action: Faculty will submit remaining articles on or before February 21, 2014.

ITEM 3: March Development Day workshops and POLO deliverables

Discussion: Breakout sessions will run for one hour during the morning of the March 26th Development Day. There will be two time slots, and team members are all working on developing or refining their titles and content. Sessions will include critical thinking. Additionally, Helen Shub's committee members are working on assessment-related workshops. Other workshops may be planned.

Ms. Pain encouraged the team to consider using workshop content as material for POLO deliverables this year. POLO submissions will be ready by the final meeting this semester, 4/4/14.

Data/source: n/a

Action: Team members will finalize their workshop content and titles by the February 21st meeting.

ITEM 4: Student Contest

Discussion: Since the last meeting, much feedback has been received by team members as well as faculty and staff on the Advisory Council. Input has been considered to finalize the contest flyer and poster, Official Contest Rules, and Official Contest Entry form. All contest materials are now available

online except the rubric. Discussion was used to finalize the rubric, which was previously drafted by Ms. Pain and Mindy Yale who adapted the QEP/critical thinking rubric to use the language of the contest criteria. Consensus was reached for each dimension. The contest will run as planned from 1/13/14 – 2/27/14. SLS managers are fully supportive of the contest and Advisory Council members have expressed similar support.

Data/source: Contest webpage: <http://www.palmbeachstate.edu/qep/student-contest-2014.aspx>

Action: Ms. Pain will make the adjustments and send out the rubric for final comment before posting it on Monday, 1/13/14.

ITEM 5: Marketing brochure

Discussion: Ms. Pain has received edited text back from College Relations and Marketing. Team members will be asked to review outside of the meeting and reply with comments as soon as possible next week. The purpose of the brochure will be to offer something to faculty and staff that includes critical thinking language that are key to the QEP. Additionally and ideally, it will include component that will appeal to students as well, such as employer or faculty quotes about the importance of critical thinking skills.

Data/source: n/a

Action: Ms. Pain will send the document electronically by Monday, 1/13/14, and request feedback. She will also invite the Advisory Council to comment.

ITEM 6: Improving student learning

Discussion: Ms. Pain ended the meeting with a brief discussion regarding how the team might encourage other faculty members to become involved in actively improving their course delivery in ways that will lead to improved student learning that can be documented. Ideas were introduced but the discussion is tabled until the February 21st or April 4th meetings to be discussed as part of moving forward with professional learning groups.

Data/source: n/a

Action: Item will be discussed as part of professional learning group discussions on 2/21 and/or 4/4.

Meeting adjourned at 3:30pm

Submitted by:

Karen Pain, Chair