

**AGENDA**  
**QEP Implementation Team**  
**Friday, April 4, 2014**  
**10:00am – 12:00pm**  
**CBP 215, Lake Worth Campus**

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<b>Attendance:</b>	<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      2013-2014 Accomplishments**

Discussion:    Newsletter – all contributed  
 March Development Day sessions – 11/12 critical thinking sessions ran successfully (9 from our team)  
 Virtual workshop is up and running with a beta version of the Reflection and Resource Guide – Beta Version  
 Developed plan to implement professional learning groups

Data source:    Previous meeting minutes and notes

Action:          n/a

**ITEM 2      2014-2015**

Discussion:    Nine of the ten members will continue next year (all but Professor Capers will return). Faculty will get release time for one more year, this time assuming responsibility of recruiting 5-12 members to meet monthly on campus in the coming year. Goal is to focus on best practices, in the fall identifying a unit lesson, assessment, or teaching strategy that might be improved, and in the spring, trying to improve it. Ms. Pain distributed a packet of team expectations for the year.  
 Dave Wells will assist Ms. Pain with an all-day training on August 22 to prepare leaders to facilitate campus learning groups.

Data source:    Previous communication with team members

Action:          Ms. Pain will meet with Dave Wells early in the summer to map out resources and plans for the facilitator training in August.

**ITEM 2      Left to do**

POLO – Faculty members who have updated POLO submissions should submit to Susan Setterlund before finals (by April 30)  
 CRM brochure – mock copy presented for proofing. Feedback obtained and will be communicated to marketing for printing this summer. Copies will be distributed at convocation and at all adjunct orientation meetings.

Conference: Saint Leo University conference – Decision-making through Values-Based Critical Thinking, 5/23. Ms. Pain and Professor Mindy Yale had a presentation accepted and will present on Friday. Professors Kristy Taylor, Deborah Snowberger, and Carleton Chernenkoff will attend the conference. Travel will be 5/22-5/24.

Supervisor approval for 2014-2015 participation: all returning committee members were asked to confirm approval via email and forward to Ms. Pain.

Data source: Previous communication with committee members and previous meeting minutes.

Action: Ms. Pain will follow-up with marketing brochure; members will follow-up with POLO submissions; Ms. Pain will forward travel information ASAP to those who will attend conference in Saint Leo.

### **ITEM 3 Student Contest 2014-2015**

Discussion: Ms. Pain updated the committee on the final status of the contest. 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 will be awarded next week, but ideas for next year were discussed. Some ideas discussed included...

- 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

Data source: Contest entries

Action: Ms. Pain will present these ideas to Advisory Council for decisions at their meeting at the end of the month (4/28)

Meeting was adjourned at 12:00pm

Submitted by:

Karen Pain, QEP Manager, Chair