

PALM BEACH STATE COLLEGE

**AGENDA/MEETING Minutes
QEP Implementation Team
Friday, October 12, 2012
10:00am – 12:00 noon
CBP 201, Lake Worth**

Attendance:	Kim Allen <input checked="" type="checkbox"/>	Caroll Capers <input checked="" type="checkbox"/>
Eliana Carvalho Mukherjee <input checked="" type="checkbox"/>	Carleton Chernenkoff <input checked="" type="checkbox"/>	Liam Christopher <input checked="" type="checkbox"/>
Brian Findley <input checked="" type="checkbox"/>	Manuel Larenas <input checked="" type="checkbox"/>	Daniel McGavin <input checked="" type="checkbox"/>
Karen Pain, Chair <input checked="" type="checkbox"/>	Richard Reeder <input checked="" type="checkbox"/>	Helen Shub (guest) <input checked="" type="checkbox"/>
Kristy Taylor <input checked="" type="checkbox"/>	Zyanya Torres <input checked="" type="checkbox"/>	David Wells (optional) <input checked="" type="checkbox"/>
Elizabeth Wilber (optional) <input checked="" type="checkbox"/>	Mindy Yale <input checked="" type="checkbox"/>	

ITEM 1. Updates

Discussion: St. Petersburg College (SPC) Critical Thinking Institute was attended by Karen Pain, Mindy Yale, Carleton Chernenkoff, and Pat Tierney. All agreed that institute was excellent, but further agreed the quality was highly influenced by presenters who had previously attended the Critical Thinking Foundation Conference in California. The recommended the College send some faculty and staff to that conference for training in July 2013 and then replicate the SPC institute in the spring 2014 at Palm Beach State.

QEP Annual Report – will be sent to Advisory Council the week of 10/15 with request for comment. Only additional recommendation for improvement during QEP committee review was to add in a “validation and approval” process for PSAV rubrics used to measure critical thinking outcomes. This would provide a means of standardized scoring. Mindy Yale offered to work with Rick Reeder to present some workshops in the fall 2013 to assist in this effort if it is adopted.

Final opportunity for comment on the report will be 10/23 so that a final draft can be prepared for and presented to the District Board of Trustees (DBOT) in November.

Deliverables – web samples and format were discussed. This continues to be a work in progress. Committee members agree that the web format must be simple and easy to search.

Southeast Consortium – Karen Pain has submitted an application for Palm Beach State to become part of the Consortium to share ideas related to critical thinking and the QEP implementation with other institutions in the SACSCOC region who have similar QEPs.

My Thinking Styles Assessment – Karen Pain shared a link and personal assessment report with the committee and encouraged all to take the self-assessment as part of their personal reflection on personal critical thinking skills and style preferences.

Data source: SPC agenda, Quality Enhancement Plan Initial Report, October 12, 2012,
<http://www.thinkwatson.com/mythingstyles>

Action: Karen Pain will send draft of QEP report to Advisory Council on Monday, 10/18, to request comment by 10/23 in order to prepare final draft to present to DBOT in November.

ITEM 2. Vision

Discussion: The committee briefly discussed some options for a web statement to communicate what the College will accomplish because of the QEP as well as a graphic that can be used for print material and as an interactive tool online. There is strong agreement that a statement should be developed this year, preferably by spring. Further discussion is needed to confirm how to stay within the scope of the QEP (faculty and staff) while still reaching beyond that scope (since the students and community at large will benefit) as the statement is developed. Ideas for both the statement and graphic were noted and will be discussed at greater length at the 11/30 meeting after more thought is given to the possibilities and options.

Data source: QEP Implementation Team Meeting Minutes, 9/14/12; list of statements prepared by Ms. Pain and sample graphic with possible language

Action: Dan McGavin will work on the language of the graphic; any committee member with comments will contact Dan or Karen with suggestions. Further discussion and possible selection of the statement and graphic will be on the 11/30/12 agenda.

ITEM 3. Workshops

Discussion: Committee members provided available dates and times during the week of February 18, 2013, so that a tentative schedule can be determined. Each presenter has selected a topic related to critical thinking to present as part of the workshop series that will be called “Critical Thinking Workshop Series: The Creative Experience” and offered as professional development through a registration process. Most agreed that no minimum number of participants will be required to run individual workshops and maximums will be limited only to room capacity. Titles, abstracts, and outlines will be completed by 11/2.

Data source: Pilot results of workshops, spring 2012.

Action: Ms. Pain will create a tentative schedule and send on or before 10/16/12 to the committee and non-committee faculty who have expressed an interest in presenting. Committee members will confirm their place on the schedule by 10/18. Presenters on campuses other than Lake Worth will request a room assignment by 10/26. Presenters will submit title, abstract, and outline to Ms. Pain on or before 11/2.

ITEM 4. Other work

Discussion: Online module for adjuncts – Eliana C. Mukherjee, Mindy Yale, and Kristy Taylor will assist Karen Pain in completing a module that can be added by fall 2013 to the existing and required online adjunct training. This group will form the sub-committee for completing the adjunct module to introduce the QEP and critical thinking focus to all incoming adjuncts on a regular basis beginning fall 2013.

Integration of “Level 1 Training” into new faculty and staff – Carleton Chernekoff and Manuel Larenas will assist Karen Pain in completing the plan to complete this project by fall 2013. This group will form the sub-committee for completing the adjunct module to introduce the QEP and critical thinking focus to all incoming faculty and staff on a regular basis beginning fall 2013.

It was suggested that “training” may be not be the best word to use when promoting workshops of other initiatives and that a better word might be “education.” It was further suggested that as these items are presented to new faculty and adjuncts, that a follow-up workshop is offered approximately one month later.

Assessment: Scoring critical thinking scenarios – after discussion, it was decided that the committee will use 10/26 to help the assessment committee with scenarios scoring by scoring the critical thinking scenarios specifically. If the student responses cannot all be scored in the two hour meeting time, an alternate plan for completion will be derived on the 26th so that all critical thinking scenarios can be scored, and the scoring process can be evaluated on or before 11/9/12.

Data source: QEP document

Action: Ms. Pain will continue working on both projects and contact sub-committee members to schedule meetings for follow-up work. She will communicate the concern regarding the name “training” to those who oversee the adjunct training requirement. QEP workshops and integration of concepts into new faculty and staff orientation are not promoted as training.

Ms. Pain will send out an Outlook meeting notice for 10/26 from 10am to noon.

Meeting was adjourned at 12:00pm.

Submitted by Karen Pain, QEP manager and committee chair