

PALM BEACH STATE COLLEGE

MEETING MINUTES

QEP Implementation Team

Friday, February 21, 2014

10:00am – 12:00pm

CBP215, Lake Worth

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 Development Day – update & confirm workshops

Discussion: All faculty members are prepared to offer at least a one-hour workshop. Additionally, Professors Larenas, Snowberger, Wilber, and Yale are presenting during both sessions. David Wells will present with Professor Snowberger, and Shannon Whitman is coordinating several sessions.

Data source: n/a

Action: Committee members will contact Karen Pain by 2/27 with description of workshop and technology needs. Anyone who needs additional help or suggestions will contact Ms. Pain in a timely manner after spring break.

ITEM 2: Virtual Workshop with Reflection and Resource Guide – update

Discussion: Ms. Pain announced that the modules are fully available, and that the first version of the workbook will be ready for final edits after spring break. Professors Snowberger, Wilber, Mukherjee, and Taylor will assist, as will David Wells.

Data source: n/a

Action: Ms. Pain will send an electronic draft by March 15 and edits returned by March 21 will be integrated into a beta version for spring. A revision will begin during the summer term.

ITEM 3 Newsletter – update

Discussion: One final issue of GASP will be published in April. Ms. Pain will consult with Helen Shub and Dr. Sass regarding the continuation of GASP next fall. Ms. Pain thanked all committee members for their submissions during the year. Those who have not yet had their articles included will be featured in the April issue, pending available space.

Data source: n/a

Action: n/a

ITEM 4 Student Contest and 2014-2015 request for student activities funding

Discussion: Ms. Pain provided an update regarding contest status. As of Thursday, 2/20, only 1 entry had been received; however, no one on the committee is in favor of extending the deadline so the committee will wait to see what else if anything comes in. Marketing has

included Facebook announcements, text messages (to more than 20,000 students), announcements and flyers by email to faculty and staff, posters in all SLC labs, links in GASP to the contest page, and announcements with the link on the College's home page. It was suggested that a follow-up text message be sent if possible to remind students the deadline is approaching.

Data source: n/a

Action: Ms. Pain will contact student services to request a second text message be sent to students reminding them that 2/27 is the deadline.

ITEM 5 Possible grant application and 2014-2015 team

Discussion: Ms. Pain has met with the grants office to discuss the possibility of some type of grant to support the development and to temporarily sustain the implementation of professional learning groups. They were positive, but suggested we start with the Foundation.

Data source: n/a

Action: Ms. Pain will meet with the Foundation office in the coming weeks to determine whether or not there are donors in place who might support a faculty/staff initiative involving professional learning groups.

ITEM 6 Resources to purchase

Discussion: Ms. Pain asked the committee for any new recommendations for campus resources to build the inventory. Committee members suggested Ken Bain's "What the Best College Teachers Do" and a few websites that will lead to other sources, including the Right Question Institute, Visible Thinking, and Habits of Mind.

Data source: n/a

Action: Ms. Pain will purchase the Ken Bain book and others that may be available from the suggested websites. Committee members will let her know if they find other resources to recommend.

ITEM 7 Saint Leo, May 23-24, 2014

First Annual Conference on Decision Making Through Values Based Critical Thinking

Discussion: Committee members were invited to submit proposals or to attend this conference in May at Saint Leo University. Presentation proposals are due by 3/15 and those interested in attending must confirm availability by the meeting on 4/4. Presenters will have priority, but hotel cost pending, there should be room for 5-6 attendees.

Data source: n/a

Action: Committee members will contact Karen Pain no later than 4/4 to confirm availability and whether or not a presentation proposal has been accepted.

Meeting was adjourned at 12:00pm.

Respectfully submitted,

Karen Pain, QEP Manager / Chair