

**AGENDA/MEETING Minutes
QEP Implementation Team
Friday, November 15, 2013
10:00am – 12:00pm
CBP215, Lake Worth 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
<input checked="" type="checkbox"/> Guest: Lyam Christopher		

ITEM 1 Assessment overview

Discussion: Scenarios. Student learning: little to no change on “Scenario” results. To date, all comparisons of students taught by faculty on the team have been limited to the standardized test. The team discussed having a sample of these students respond also to the critical thinking scenario to add the results to QEP assessment. A sample will be selected for comparison in the spring semester to see if there is a difference in results. Team learning was also discussed. As a cohort, the QEP team is improving its use of the rubric.

California Critical Thinking Skills Test (CCTST). This assessment has been completed and will be sent for scoring next week; results will be ready for discussion and evaluation at the January meeting.

California Critical Thinking Disposition Inventory (CCTDI). Six faculty members involved in QEP implementation have been selected to have their students participate in the CCTDI this semester. Eleven sections taught by these faculty will comprise the CCTDI sample for the fall 2013 test to be administered by the end of the fall term.

Data source: Current assessment results; previous results (available in Annual Reports, initial and 2012-2013, published at <http://www.palmbeachstate.edu/qep/qep-documents.aspx>)

Action: Selected faculty members will schedule CCTDI by the end of the semester and report dates to Ms. Pain who will confirm details of the proctoring and administering of the test. Ms. Pain will work with the Office of Institutional Effectiveness to coordinate a sample of students taught by QEP faculty in the spring.

ITEM 2 Newsletter

Discussion: Ms. Pain asked team members who have not already done so to submit three articles for *GASP!* (two short and one long) that relate to teaching and assessing critical thinking. The request for November submission was extended to January 10th (two articles) and February 7th (final article).

Data source: Meeting minutes from previous meeting (10/11/13), available at <http://www.palmbeachstate.edu/qep/Documents/QEPminutes-Oct11-2013.pdf>

Action: Faculty members on the team will submit at least two of the three articles for *GASP!* by the January 10th meeting with the third to be submitted by February 7th. Articles will be related to how they teach, assess, use, or learn about critical thinking.

ITEM 3 Spring Development Day

Discussion: Each team member was asked to be prepared by January 10th to provide his/her workshop topic(s) for Development Day. There was some discussion about the content of the workshops in today's meeting and it was agreed that workshops can be presented by more than one person if team members wish to partner with each other. Ms. Pain will work with Helen Shub and the Gen Ed committee to sketch out the general session and breakout session schedule. Most of the January 10th meeting will be used to develop the workshops that the team will deliver as breakout sessions. Ms. Pain explained that the consensus of the QEP Advisory Council and the General Education Committee is to offer a short general session that is specific to critical thinking and assessment and that is developed internally. The QEP team discussed this concept and agreed it is preferred over bringing in an outside speaker, but that an external speaker might be considered again for a subsequent development day agenda.

Data source: Previous meeting minutes for QEP Advisory Council (11/1/13) (<http://www.palmbeachstate.edu/qep/Documents/QEPACminutesNov1-2013.pdf>) and the General Education Committee meeting 11/8/13 (minutes will be posted at <http://www.palmbeachstate.edu/learningoutcomes/meeting-minutes.aspx>).

Action: Ms. Pain will continue to work with Helen Shub on this initiative, and the team will devote significant time to general session and workshop planning during the extended meeting on January 10th.

ITEM 4 Student Contest

Discussion: Much of the meeting discussion focused on setting the parameters of a College-wide contest to promote critical thinking among students. The following decisions were made and will be vetted through the QEP Advisory Council the week of November 18th.

- Prompt: "Identify a contemporary issue facing today's college students and propose a solution for the issue." (subject to editing)
- Composition of entries: essays or visual presentations (such as Power Points, Prezis, videos, or artwork) to sufficiently respond to the prompt will be accepted
- Criteria: the QEP/critical thinking rubric will be used to score entries and identify winners. Specific guidelines, including limits on word length, number of slides, length of videos, and size of artwork, will be included in Official Contest Rules (see below).
- Distribution of \$1000 (all category names are subject to editing):
 - o Four "Individual Student Winners" (one from each campus) will receive \$150 each
 - o Four "Classroom Winners" (one class from each campus) will receive a Pizza Extravaganza
 - o Four "Honorable Mentions" (one individual student winner from each campus) will receive a \$25 gift card (probably from bookstore, but not necessarily)
- Contest Rules: Ms. Pain will draft the rules and send to team and Advisory Council by 11/22. She will use previously established contest rules (from 2011), changing the necessary details.

Data source: Meeting minutes from previous meeting (10/11/13), available at <http://www.palmbeachstate.edu/qep/Documents/QEPminutes-Oct11-2013.pdf>

Action: Ms. Pain will send our parameters of contest and draft of "Official Rules" for the contest on or before 11/22/13 to the team and the Advisory Council so that all can be vetted. If agreement is reached and the rules are finalized before final exams this semester, they will be sent to Dr. Sass with a request to be forwarded to all faculty and instructors in December, and more formally rolled out College-wide the first or second week of classes in January. At a minimum, Ms. Pain will make a "Save the Date!" type of announcement in December.

ITEM 5 Marketing brochure

Discussion: Ms. Pain explained that she has met with College Relations and Marketing to ask for help in creating a professionally designed brochure of some type that can be used to promote critical thinking and the QEP College-wide. She suggested that it should include the following:

- CT definition, goal, outcomes
- A statement regarding the benefits of a College-wide focus on critical thinking to students, faculty, and staff
- A reference to resources available (books, booklets, web, workshops)

Ms. Pain asked team members to consider what other points, if any, might be appropriate for the brochure, and to consider whether or not it is appropriate or necessary to include something about the QEP (brief statement about what it is and why we have it)

Data source: n/a

Action: Ms. Pain will ask for this feedback in writing via email when minutes are distributed the week of 11/18/13.

ITEM 6 Panther Online Learning Objects (POLO) submission for 2013-2014

Discussion: Faculty members on the team were asked to identify the strategy they will document this year by the January 10th meeting. Submissions will be due by the April 4th meeting. Types of submissions were discussed, and the improvement of strategies was also discussed.

Data source: n/a

Action: Ms. Pain will send link to POLO when minutes are distributed.

ITEM 7 January 10th meeting – second “retreat” meeting

Discussion: Locations were discussed. The team would like to meet on the Boca Raton campus this time, since most meetings are held on Lake Worth campus, and previous retreats have been held on the Palm Beach Gardens campus and the Belle Glade campus. The meeting will run from 8:30am until 3:30pm with breaks and a working lunch. Primary agenda items will include completing program content for Spring Development Day, confirming and discussing POLO items, and planning for assessment and professional learning groups.

Data source: n/a

Action: Ms. Pain will provide coffee and donuts as before; Professor Larenas will oversee lunch and communicate cost for same. Mindy Yale will coordinate massage opportunity during breaks with Massage Therapy program graduates.

ITEM 8 Workbook for the online introductory workshop

Discussion: Ms. Pain brought the current version of the workshop and explained that it remains behind schedule.

Data source: n/a

Action: Ms. Pain will continue to compile the previous edits and send a final version as soon as possible to send to the team for review before making it available online.

ITEM 9 Professional learning

Discussion: Ms. Pain provided a handout that listed ideas shared at the September 13th meeting that related specifically to “how we teach critical thinking” and addressed the question, “How do we know students are thinking critically?” She also provided a summary handout of ideas for professional learning groups that were generated at the October 11th meeting. Additionally, Professor Larenas shared his practice of assigning “Free Write Journals” and offered samples of student work. He explained the purpose of the assignment and requested feedback on making it more efficient.

Data/source: n/a

Action: When minutes are distributed, Ms. Pain will request feedback from group regarding a professional learning agenda item for the next meeting.

Meeting was adjourned at 12:00pm

Submitted by:
Karen Pain, Chair