District College Prep Meeting Minutes

College Prep Mathematics November 12, 2010 2:00-3:00 S-117

In Attendance: Kevin Lavrack, Gabrielle Michaelis, Dorothy Marshall, Sabine Eggleston, Jaime Marecz, Joseph Roles, Philip Coale, Eileen DeLuca

1. Dr. DeLuca asked faculty to share successes and accomplishments. Professor Lavrack shared that 80% of the MAT 9013 mini-A session students were successful. The MAT 9024 class is also going well. The frantic pace may motivate students to not get “lazy.” Professor Coale shared that he had good test results in his MAT 9013 class.
2. The final syllabi changes were discussed. Professor Eggleston will send the final drafts to Dr. DeLuca. Dr. DeLuca explained the memo that had been sent out regarding the new General Education Policy. At this time, SAC has asked that we include a statement:

*Faculty are expected to cover at least two General Education Competencies in the course sequence.*

After Florida’s Post-Secondary Readiness Competencies and Florida’s College Prep Competencies are released (the State says they will be released by December), faculty will revise the courses so that there are two College Prep Mathematics courses (to align with the new State Competencies). In the spring, College Prep Mathematics faculty will work on creating common course assessments that align with the new competencies and with the intent of at least two General Education Competencies. The College Prep faculty will work on creating College Prep-specific General Education Rubrics.

1. Dr. DeLuca shared information about the PERT Exam which will be implemented (replacing the CPT) in May. Barb Brennan will let us know when faculty are able to view and take the PERT Exam.
2. There are two conferences of interest in February 2011. The NCAT (National Center for Academic Transformation) Conference will be held in Orlando February 6-8. The Connections conference will be held in Orlando February 23-24. Please let Dr. DeLuca know if you are interested in attending either conference.

Minutes submitted by Eileen DeLuca

College Prep Reading November 3, 2010 4:00-5:00 I-122

In attendance: Melanie LeMaster, Renee Hester, Ellie Bunting, Carole Nelson, Patty Sutton, Deborah Dover, Roberta Moore, Karen Maguire, Joyce Dye, Cindy Ewald, Rosemary Simpson

I. Introductions: Representatives from Charlotte, Lee, and Collier were present.

II. Reading Objectives:

The reading faculty examined the course outline and objectives, and compared them with state, Edison State College goals, and College Prep departmental goals. Several of the Faculty from Collier said that their attachments to the new state test, Pert, would not open in the email. Reading teachers concluded that most of the objectives in the information forwarded from the state were already a part of the reading program.

Ellie Bunting brought up the point that it might be difficult to change the objectives or the wording of the objectives at this point. However, most reading faculty took issue with the COM designation in the General Education Competency category on the syllabus since college prep students are not required to master the general education competencies. These students are in the process of preparing for the general education courses. A suggestion was made to separate the critical reading skills and to assign COM to only that category.

Ellie Bunting said she would check with Marty Ambrose and Dr. Steve Atkins since they had been a part of the syllabi planning process.

Textbook concerns were mentioned. Another meeting date will be set aside to discuss books.

Respectfully,

Melanie LeMaster

College Prep English November 10, 2010 4:00-500 S-117

The English faculty in the College Prep/Developmental Studies Department of Edison State College met on Wednesday November 10, 2010, at 4:00 p.m., in room S-117 of Lee Campus. Teleconferencing was available to all other campuses/locations.

Present were Dr. Jennifer Grove, Dr. Caroline Seefchak, and Dr. Eileen DeLuca.

* The meeting started at 4:05, after the teleconferencing equipment was set up and working.
* Calls were made, via the Polycom teleconference connection, to all locations to make sure that anyone who wanted to attend by teleconference would have that opportunity.

Pursuant to the email we received on November 8, 2010 from Dr. DeLuca, we have removed General Education Competencies from the third column of the College Prep syllabi. Instead, the following statement will be included in the top quadrant of the General Education Competencies column:

*Faculty are expected to cover at least two General Education Competencies*

 *in the course sequence.*

We discussed the writing rubrics that were distributed earlier in the semester. We agreed that both rubrics appear to work well for our needs. We continue to welcome any comments or suggestions from faculty as they use these for the first time.

We discussed the upcoming Florida Exit Exam for English, which is given to ENC 9020 students. Dr. Grove has sent, to all prep English faculty, lists of essay topics, blank templates, essay exam specification sheets, and timing directions. She has also sent eligibility information and the procedure and protocols for administration, pick-up, and return of the tests. Faculty members with any questions or concerns pertaining to the Exit Exam are asked to contact either Dr. Grove or Dr. Seefchak.

Dr. DeLuca announced that in Spring 2011, the College Prep Department will need to develop rubrics to coincide with the General Education Competencies. Dr. Grove said that she would take the current rubrics and align as many of the five as she can to college prep English (COM, CR, TIM).

The next meeting of the College Prep English faculty will be announced.

The meeting adjourned at 4:50 p.m.

 *Submitted by C. Seefchak, 11-16-201*

College Prep English for Academic Purposes November 12, 2010 3:00-4:00 S-117

In Attendance: Troy Tucker, Nancy Moore, Tatiana Hursky, Dayami Martinez, Robert Olancin, Eileen DeLuca

1. EAP faculty engaged in a work session.
2. The faculty reviewed and made final comments on the EAP Reading syllabi: 0200, 0300, 0400, 1500, 1600
3. The faculty reviewed and made final comments on the EAP Speech/Listening syllabi:0220, 0320, 0420, 1520, 1620
4. Faculty reviewed and made final comments on the Grammar syllabi: 02060, 0360, 0460, 0560, 1560
5. Faculty reviewed and made final comments on the Writing syllabi: 0240, 0340, 0440, 1540, 1640
6. The faculty discussed ways to engage EAP students in campus culture and academic culture. Faculty are encouraged to make connections with degree programs. For example, Troy Tucker has been pairing classes with School of Education classes for four semesters for conversation. Dr. DeLuca will work with Dr. Atkins to promote opportunities for EAP students to visit credit courses. Faculty can also encourage students to attend campus events for extra credit and the Conversation Café.