

**Department of**

**College Prep/Developmental Studies**

**Minutes**

District College Prep Faculty Meeting

Wednesday, January 5, 2011

3:00 to 4:30 p.m.

H – 200

In attendance at the first District College Prep meeting of the Spring 2011 semester were: Philip Coale, Eileen DeLuca, Melanie LeMaster, Kevin Lavarack, Roberta Moore, Joseph Roles, Troy Tucker, Janice Esdale, Bert Lawrence, Jaime Marecz, Jennifer Grove, Dorothy Marshall, Caroline Seefchak, Rebecca Gubitti, Sabine Eggleston, Duke Dipofi, Marjorie Moller, Mary Ellen Carter, Renee Hester

Dr. DeLuca opened the meeting by asking for introductions of all those present. New to our faculty this semester are Dr. Rebecca Gubitti and Professor Bert Lawrence, both of whom will teach college prep math. Dr. DeLuca also introduced Dr. Caroline Seefchak as the new faculty department chair for College Prep/Developmental Studies, appointed by Dr. Steve Atkins. As department chair, Dr. Seefchak will provide faculty representation and support to the department. Dr. Deluca announced that individual discipline coordinators might be appointed soon. She said that she would speak individually with faculty members in each discipline, starting with those members who have seniority, to discuss the roles and responsibilities of these positions.

Dr. DeLuca continued, saying that she likes to start with announcements of successes and accomplishments in the department. With that, she announced that Amanda Torres Romero, staff assistant to the department, had a baby girl on December 22. Both mother and baby are well and beautiful. Interim assistance for faculty and staff, during Ms. Torres Romero’s maternity leave until February 14, will be available through office assistants Ivon Lopez and Renee Williams as well as through Deb Kelly. Faculty and staff are asked to pitch in in Amanda’sabsence.

Next on the agenda, Dr. Seefchak announced a message from Barbara Brennan, Assessment Services Manager, that faculty and paraprofessionals will have access to preview the new college entrance examination, the Postsecondary Education Readiness Test, or PERT, January 19-26, 2011. Assessment Services, P-207, will provide faculty the access to take any of the subtests – one or more – in a single administration. No appointment is necessary, but only one test administration will be permitted per person. Edison State College currently uses the College Placement Test, CPT, by Accuplacer, but will transition to PERT as the primary placement assessment for the 2011-2012 academic year, beginning May 24, 2011. Faculty and paraprofessionals wishing to take one or more PERT need to allow ample time and may not take notes. Only the reading test is adaptive at this time; the writing and math tests are linear. Each subtest of the PERT has 30 items; 25 items are used for the student placement score, and five items are used for field testing purposes. The Assessment Center is open Monday through Thursday, 8:30 a.m. to 6:30 p.m., and Friday from 8:30 a.m. to 4:30 p.m.

Dr. DeLuca reiterated that the collaboration that went into the recent syllabi revision was excellent and briefly discussed the upcoming work that will be done toward building common course assessments and rubrics. The goal will be to construct rubrics that rise toward selected course competencies and that will be used district-wide, by adjuncts as well as by full-time instructors. Discipline areas will determine what competencies to assess. Dr. Grove said that she has looked at the categories and believes this will be an uncomplicated process. This semester, the work will center on building the rubrics; use of the rubrics will be implemented in the fall.

Dr. DeLuca discussed the college’s Quality Enhancement Plan (QEP), Cornerstone, and faculty training. The focus of the QEP is a course, which will be called Cornerstone, for first-year students. The plans are for the course to be piloted in Fall 2011, with three sections per campus. The students who will take the pilot course will be students who test into two College Prep areas. The course will not be text-driven, but will focus on giving students strategies for success. Dr. Gubitti said that she was involved in this at her last college, and it was very successful. Voluntary training will be offered in the spring for College Prep professors who wish to become “Cornerstone Certified.” A variety of courses will be offered through the TLC, including Universal Design in Higher Education and perhaps a discussion of Vygotsky’s concept of the zone of proximal development. Faculty who wish to be assigned Cornerstone courses to teach must complete the training.

Dr. DeLuca reported on the upcoming summit with School District of Lee County Personnel on February 18, which is in compliance with Senate Bill 1908, s1008.30. The College will provide an overview of the legislation, information about the PERT, and an opportunity for School District of Lee County English and Mathematics teachers to meet with College Prep and College credit English, Reading, and Mathematics teachers.

Dr. DeLuca reminded faculty to be aware of the Faculty Evaluation Cycle. Those full-time faculty members for whom evaluations are due this year will submit portfolios to Dr. DeLuca by February 14. (Adjunct faculty will submit mini-portfolios to Dr. Seefchak by February 25.)

Cynthia Lozano, instructional assistant, has put together a list of resources available in the College Prep Labs, which was sent to faculty and staff. Dr. DeLuca reminded faculty that there is money in the budget, from collected Lab fees. She requested suggestions for purchases of resource materials for students to use in the lab. Among ideas that have been mentioned are providing each student with a flash drive during Lab orientation.

It was announced that the Final Exam Schedule for Spring 2011 is now available online.

Faculty were reminded that the schedule must be followed; however, it is understood that not all scheduled courses are included on the final exam schedule. Each discipline area in College Prep will establish a final exam date policy for Fall 2011 semester.

Some disciplines in this department will be discussing textbook adoptions in the upcoming months. Publishers’ representatives have been sending sample texts. Some disciplines plan to send formal surveys in order to involve all faculty in the selection process.

Dr. DeLuca announced that she, along with Professors Rotonda and Tucker, created an EAP Student Survey that students in English for Academic Purposes classes were asked to volunteer to take in the Lab in December. There were 79 respondents to the Survey Money computer survey, and the responses were interesting. They will share their findings at the next faculty meeting.

Dr. Deluca reminded faculty of the upcoming Communities of Practice meetings for the individual disciplines of Reading, Writing, and Mathematics. Dr. DeLuca encouraged faculty to attend sessions to join in idea sharing and collegial conversations with faculty across the college. Session attendance counts towards professional development credit. Information and specific dates and times are listed in on the TLC schedule.

Dr. Seefchak closed the general meeting, asking that new faculty members meet with her briefly to discuss things they may need. At this point, faculty broke into disciplines to discuss discipline-specific topics.

The meeting concluded at 4:30 p.m.

*Submitted by C. Seefchak, 01/19/2011*