

**Department of**

**College Prep/Developmental Studies**

**Minutes**

District College Prep Faculty Meeting

Friday, February 11, 2011

1:00 to 3:00 p.m.

S 107

In attendance were: Eileen DeLuca, Melanie LeMaster, Kevin Lavarack, Roberta Moore, Joseph Roles, Troy Tucker, Bert Lawrence, Jaime Marecz, Jennifer Grove, Violeta Rotonda, Drew Macy, Tom Buckingham, Dorothy Marshall, Caroline Seefchak, Rebecca Gubitti, Sabine Eggleston, Crystal Childs

Sabine Eggleston graciously volunteered to take notes at the meeting.

1. Welcome: Successes and Accomplishments
   1. Renee Hester was recognized by a letter sent to Dr. Walker from one of her students; Dr. Seefchak shared the letter.
   2. Roberta Hayden shared: She has a class that absolutely loves grammar.
2. College Prep Meetings
   1. Dr. Seefchak distributed an outline of times and places for meetings for this semester. (See attached outline.)
   2. She noted that on Friday, March 4, McGraw Hill publishers will conduct a text review for College Prep English and Reading faculty and will provide lunch. On April 8, Bedford/St. Martins will do the same.
   3. Dr. DeLuca asked participants from the other campuses if they are holding any adjunct meetings other than those at the beginnings of each semester. She suggested planning an adjunct meeting that she and/or Dr. Seefchak could attend.
3. Textbook Adoptions
   1. These are taking place for the Fall semester.
   2. Faculty are asked to please consider costs when selecting textbooks.
   3. Jaime Marecz shared that the Math area is looking at a book that would incorporate both levels of math, so students would have to only purchase one book for the sequence.
   4. Book selections need to be made to the Campus bookstore by the Friday, April 15th deadline. Dr. Seefchak asked for discipline selections to be sent to her by Wednesday, April 13.
4. Lab Orientations and Hours
   1. Faculty were asked to encourage adjunct instructors to attend lab orientations.
   2. New hours for Saturday, for the Math Lab, will be 9:00 a.m.-3:00 p.m. Rade will be available in the Math lab, and we are in the process of hiring a part time English/Reading Instructional Assistant to cover the English lab.
5. Faculty Evaluations
   1. Full time faculty portfolios are due February 15th.
   2. Dr. DeLuca will set up appointments to meet with each faculty member.
   3. Adjunct mini-portfolios are due to Dr. Seefchak by February 25th. The portfolios can be e-mailed to Dr. Seefchak or may be given to her on Lee Campus.
   4. Dr. Seefchak will set up times to meet with Adjunct Faculty.
6. Sunshine Fund
   1. Dorothy Marshall reported that there were no birthdays in the months of January and February, so we did not celebrate with cakes.
   2. In the future months, Dorothy will e-mail everyone with the birthdays in the month and let them know when and where we will celebrate with a cake.
   3. Also Dorothy mentioned that Cynthia Lozano’s significant other’s mother passed away on Monday of this week. A card was sent to the family on behalf of us.
7. Destination 2020.
   1. Dr. Seefchak distributed a handout that outlined Dr. Walker’s Strategic Objectives for Edison State College. This was discussed by the faculty. (Handout is attached.)
   2. Joe Roles commended the tremendous job that has been done for the HOPE scholars.
8. Discipline Coordinators’ positions
   1. The college has created Curriculum Specialist positions for College Prep
   2. Each will receive a stipend.
   3. The Specialists will be responsible for communicating information across the campuses.
   4. They will assist the Department Chair with duties regarding course alignment, as College Prep courses will be transferable in the future.
   5. They will coordinate the creation of common course assessments aligned with General Education competencies and Florida’s Developmental Course Competencies.
   6. They will attend Adjunct Faculty Meetings and will lead discipline break-outs at those meetings.
   7. The Curriculum Specialists for our department are Dorothy Marshall for Mathematics, Dr. Jennifer Grove for English, Violeta Rotonda for EAP, and Melanie LeMaster for Reading.
9. Benchmark Data: Handout College Prep Learning Outcomes.
   1. Across the district our overall Success rate for math was 57% , higher than our goal of 50%. EAP does not have an exit exam, so we looked at the success rate of finishing Level 6. (See attached data sheet.)
   2. We need more than one Common Assessment Tool in the future; some instructors are developing rubrics for some courses. (See attached outline.)
10. College Prep Curriculum Revision Timeline.
    1. Each College Prep discipline, Reading, English, and Mathematics, will, under state guidelines, have two levels.
    2. Our charge is to revise the curriculum and develop common course assessments.
    3. A handout with a timeline was distributed. (A copy is attached.)
    4. Curriculum Specialists are encouraged to take leadership and work on this project between February 14 and March 4.
    5. Input from all campuses and from full-time as well as adjunct faculty is needed.
    6. New courses must align with the competencies.
    7. Final discipline work meetings will be scheduled by Curriculum Specialists to be held during the week of March 14 - 18.
    8. A revised timeline will be emailed; it will indicate that final drafts are due to the Department Chair by March 21.
    9. On March 25, the Syllabi will be sent to the Curriculum Committee Meeting as an informational item, not an action item.
11. Academic Success adjunct instructor information handout
    1. Curriculum Specialists will get a shell, created by Dr. Seefchak, that needs to be completed before the end of the semester.
    2. The handout is intended to make communication with adjuncts easier.
12. QEP: Rebecca Gubitti reported on the QEP meeting.
    1. Myra Hale Walters reported the buy-in is the most important part of implementing the First Year Experience course. How do you make sure professors from the different disciplines want to teach these course?
    2. Faculty focus groups and student focus groups will take place at the college soon. (Pat Newell will send out questionnaires about the focus groups.) E-mail her with any suggestions. Student representative is present at the QEP meetings. Dr. Beeson suggested using IDS instead of SLS.
13. College Readiness Conference—Friday February 18, 2011
    1. Agenda was distributed. (See attached.)
    2. High school faculty from the Charlotte, Lee , Collier, and Hendry/Glades counties will attend.
    3. Dr. DeLuca summarized the agenda and invited everyone to attend, especially, to the afternoon discipline break-out sessions.
14. Summer Course Offerings
    1. Curriculum Specialists were asked to please see Dr. DeLuca and Amanda and give input about how many classes should be offered in summer session.
    2. A discussion was held regarding times and sessions for offering EAP courses
15. Student Award: Awards are traditionally given to students through SGA at an evening ceremony, but Prep has not been included.
    1. Should we give out awards through our department? If so what kind of award?
    2. Dr. Grove suggested one award could be outstanding college prep student , having achieved the grade of “A” in all three prep classes.
    3. Dr. Gubitti shared that her previous institution held a special ceremony/celebration for those graduating students who had started in Prep classes.
    4. Melanie Le Master agreed that we should recognize the top student from each discipline ( Math, Reading, Writing)
    5. Violeta Rotunda suggested giving a book award.
    6. Kevin Lavrack shared that the foundation handles a scholarship that he and his wife have sponsored.
    7. Joe Roles giving an award to the MAT 9002-9013-9024 sequence “most improved” student -- criteria could be GPA, Club involvement, faculty recommendation.
    8. Faculty members were encouraged to e-mail Dr. DeLuca with suggestions for the award. Keep in mind that there is no monetary award attached to this award.
    9. It was mentioned that this will be a great recognition event for our College Prep program and for the students we serve.

Attachments:

College Prep/Developmental Studies Faculty Meeting Dates – Spring 2011

College Prep Curriculum Revision Timeline

Vision 2020 Strategic Objectives

College Readiness Conference Agenda

College Prep/Developmental Studies Program Learning Outcomes 2009-2010

Minutes Submitted by C. Seefchak, 03-01-2011

**College Prep/Developmental Studies**

**Faculty Meeting Dates – Spring 2011**

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| **College Prep Adjunct Faculty Meeting** | **Tuesday, January 4**  **6:30 p.m. to 8:00 p.m.** | **H 200** |
| **District Department Meeting** | **Wednesday, January 5**  **3:00 p.m. to 4:00 p.m.** | **H 200** |
| **District Department Meeting** | **Friday, February 11**  **1:00 p.m. to 3:00 p.m.** | **S 106** |
| **College Prep Adjunct Faculty Meeting** | **Monday, February 28**  **4:30 p.m. to 5:30 p.m.** | **H 101** |
| **Department Faculty Meeting** | **Friday, March 4**  **11:00 a.m. to 12:00 noon** | **S 107** |
| **District Department Meeting** | **Friday, April 8, 2011**  **1:00 p.m. to 3:00 p.m.** | **G 217** |
| **College Prep Adjunct Faculty Meeting** | **Tuesday, April 12**  **4:30 p.m. to 5:30 p.m.** | **G 218** |
| **Department Faculty Meeting** | **Friday, May 6**  **11:00 a.m. to 12:00 a.m.** | **TBA** |

Revised 02-11-2011

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| College Prep Curriculum Revision  Timeline - Spring 2011 | |
| January 7 | Common Statewide Developmental Education Course Competencies approved and released by the Florida College System Council on Instructional Affairs  Competencies forwarded to faculty for review |
| January 24 | Office of Articulation memo released the new developmental course numbers  Memo forwarded to faculty for review |
| January 31-Feburary 4 | Clarification communications with Office of Articulation and Council of Instructional Affairs. |
| February 11 | District Faculty Meeting -- Discussion of mapping outcomes to new competencies |
| February 14-March 4 | Discipline work meetings -- redesign courses to align with new competencies --- all faculty/campuses to be invited by Curriculum Specialists. |
| Feb. 23, 24 | Division of Florida Colleges Connections Conference; focus of conference is on PERT, course redesign.  Dr. Deluca, Dr. Seefchak, and Dr. Gubitti will attend. |
| February 28 | Adjunct Faculty Meeting: Break-outs by discipline  Share and continue mapping work and work on common course assessments |
| March 2 | Reading/English Curriculum Meeting with e-Studio; focus of meeting is to discuss common course assessments |
| March 4 | Department Meeting -- Division of Florida Colleges Connections Conferences information will be reviewed  Curriculum Specialists to report on re-design progress |
| March 14-17 | Final discipline work meetings |
| March 18 | Final drafts sent out, by Curriculum Specialists, for comments from all faculty at all district campuses |
| March 21 | **Final drafts due to Department Chair** |
| March 22 | Final editing by Department Chair; to share with Associate Dean for approval |
| March 22 | Department Chair sends final course revisions to SAC committee |
| March 25 | Syllabi included as an information item during Curriculum Committee Meeting |
| April 8 | **Common Course Assessments due to Department Chair** |

Strategic Objectives – Vision 2020

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| **Strategic Objectives for ESC 2009-2011** | **Stepping Up: Strategic Plan**  **Florida College System** | **President Walker’s Vision**  **For 2020** |
| 1. Develop and maintain a learning-centered culture | Educate for job creation and economic development.  Optimize use of learning technologies. | 1. **INVIGORATE ACADEMIC PROGRAMS**   Educate a culturally competent workforce.  Deliver a technology-infused curriculum. |
| 1. Provide educational pathways for under-prepared students. 2. Provide an array of effective student support services. | Expand and maintain access. | 1. **ENHANCE STUDENT OPPORTUNITIES**   Expand educational opportunities for college-bound high school students. |
| 1. Provide vibrant relevant programs | Increase completion rates. | Create a seamless education system from pre-k through graduate degrees. Provide access to baccalaureate and graduate degrees. |
| Identify and develop financial, facility and technology resources of the College. | Improve performance accountability. | **ENRICH COLLEGE RESOURCES**  Create a scholarship that ensures that no eligible student is denied due to inability to pay.  Acquire land and facilities for smart growth. |
| Develop, maintain and enhance collaborative partnerships. |  | **ENCOURAGE COLLABORATION**  Through community partnerships, expand the HOPE Scholar Program.  Increase the College’s role in economic development and service to the area. Sustain partnerships that leverage institutional strengths and resources. |
| Enhance the regional image of Edison State College. |  | **ACCELERATE INSTITUTIONAL ADVANCEMENT**  Celebrate the 50th Anniversary of the College’s founding.  Launch a global learning center focused on international education.  Provide Living and Learning Centers. |
| Promote, develop and retain a culture of faculty and staff. |  | **INSPIRE PROFESSIONAL GROWTH**  Secure a broad array of talent through professional growth of faculty and staff. |



**College Readiness Conference**

February 18, 2011

9:30 a.m.-3:30 p.m., S-106/107

**Agenda**

**Morning General Session ~ 9:30-11:30**

**Introductions**  Dr. Eileen DeLuca

& Associate Dean

**Overview** College Prep/Developmental Studies

**Welcome**  Dr. James Browder

Senior Vice President, Operations

Patti Elkin

Assistant Director

Curriculum and Staff Development

**Legislation (SB 1908) Overview** Nathan Shaker

Coordinator, Language Arts, K-12

School District of Lee County

**PERT Overview** Barbara Brennan

**Tracking Issues** Assessment Service Manager

**College Entrance Overview** Edison State College

**State Exit Exam Overview** Dr. Caroline Seefchak, Department Chair

Prof. Dorothy Marshall

College Prep/Developmental Studies

**Lunch ~ 11:30-12:45**

**Break Out Group Sessions ~ 1:00 – 3:30**

**Break Out Group: English (S-106)**

ENC 1101 Curriculum Overview Prof. Ellie Bunting

Department Chair

English

College Prep English Dr. Caroline Seefchak

Lessons & Strategies Department Chair

College Prep/Developmental Studies

College Prep Reading Prof. Renee Hester

Lessons & Strategies Professor of Developmental Reading

English IV (1001405) Nathan Shaker

Curriculum Development Work Session Coordinator, Language Arts, K-12

School District of Lee County

**Break Out Group: Mathematics (S-107)**

Credit Math Curriculum Overview Prof. JoAnn Lewin, Department Chair

(College Readiness/MAT 1033) Prof. Don Ransford

Mathematics Department

College Prep Mathematics Prof. Dorothy Marshall

Curriculum & Strategies Prof. Sabine Eggleston

(College Success/MAT 9024) Professors of Developmental Mathematics

Panel discussion All

(essential math skills, textbooks, calculators)



Department of College Prep/Developmental Studies

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**College Prep/Developmental Studies Program Learning Outcomes 2009-2010**

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| **Program** | **Outcomes Assessed** | **Assessment Tools** | **When Assessed** | **Benchmark** | **Results of Assessment** | **Use of assessment** |
| **College Prep Mathematics** | Achieve Florida’s  Post-Secondary Readiness Competencies for MAT 1033.  Understand and apply Mathematics and Mathematical concepts at the post-secondary level that correlates with college success as measured on the State Exit Exam. | State Exit Exam | 2009-2010 Academic Year | Five-year goal set in 2005: 50% Success Rate | FTIC Cohort MAT Success Rate: 45.7%  MAT 9024 Overall Success Rate: 57% | Data were reviewed and discussed by faculty at the December 13, 2010 Department Meeting. Both curricular and programmatic changes were suggested in an effort to continue the positive upward trend of success rates.  Faculty will design Common Course Assessments during the Spring 2011 semester. The assessments will measure the achievement of Post-Secondary Readiness Competencies and provide a comparison to the State Exit Exam data. The Common Course Assessments will be implemented during the Fall 2011 semester. In addition, the Developmental Mathematics sequence will undergo a redesign to better align with the State’s recently approved Developmental Education Curriculum Competencies. |
| **College Prep**  **English** | Achieve Florida’s  Post-Secondary Readiness Competencies for ENC 1101.  Write at the post-secondary level that correlates with college success as measured on the State Exit Exam. | State Exit Exam | 2009-2010 Academic Year | Five-year goal set in 2005: 70% Success Rate | FTIC Cohort ENC Success Rate: 67%  ENC 9201/9021 Overall Success Rate: 72% | Data were reviewed and discussed by faculty at the December 13, 2010 Department Meeting. Both curricular and programmatic changes were suggested in an effort to continue the positive upward trend of success rates.  Faculty will design Common Course Assessments during the Spring 2011 semester. The assessments will measure the achievement of Post-Secondary Readiness Competencies and provide a comparison to the State Exit Exam data. The Common Course Assessments will be implemented during the Fall 2011 semester. In addition, the Developmental English sequence will undergo a redesign to better align with the State’s recently approved Developmental Education Curriculum Competencies. |
| **College Prep**  **Reading** | Achieve Florida’s  Post-Secondary Readiness Competencies for ENC 1101.  Read at a post-secondary level that correlates with college success as measured on the State Exit Exam. | State Exit Exam | 2009-2010  Academic Year | Five-year goal set in 2005: 70% Success Rate | FTIC Cohort REA Success Rate: 72%  REA 9003 Overall Success Rate: 74% | Data were reviewed and discussed by faculty at the December 13, 2010 Department Meeting. Both curricular and programmatic changes were suggested in an effort to continue the positive upward trend of success rates.  Faculty will design Common Course Assessments during the Spring 2011 semester. The assessments will measure the achievement of Post-Secondary Readiness Competencies and provide a comparison to the State Exit Exam data. The Common Course Assessments will be implemented during the Fall 2011 semester. In addition, the Developmental Reading sequence will undergo a redesign to better align with the State’s recently approved Developmental Education Curriculum Competencies. |
| **English for Academic Purposes** | Achieve Florida’s  Post-Secondary Readiness Competencies for ENC 1101.  Read and write at the post-secondary level that correlates with college success. | Successful completion of Level 6 Courses.  Success in ENC 1101 after exiting EAP courses. | 2009-2010 Academic Year | There are currently no established benchmarks. As the State’s EAP Consortium continues to work towards common EAP sequences across the state, success benchmarks will be established and Statewide comparison data will become available. | 1600 Success Rate: 96%  1620 Success Rate: 92%  1640 Success Rate: 92%  Level 6 Success Rate: 93%  Success rate of ENC 1101 students who had taken Level 5 and Level 6 EAP courses: 87% | Comparison Data were reviewed and discussed by faculty at the December 13, 2010 Department Meeting. Both curricular and programmatic changes were suggested in an effort to continue the positive upward trend of success rates.  Faculty will design Common Course Assessments during the Spring 2011 semester. The assessments will measure the achievement of Post-Secondary Readiness Competencies and provide a comparison to the State Exit Exam data. The Common Course Assessments will be implemented during the Fall 2011 semester. |