

**Department of**

**College Prep/Developmental Studies**

**Minutes**

College Prep Adjunct Faculty Meeting

Monday, February 28, 2011

4:30 to 5:30 p.m.

H 101

In attendance: Tom Mohundro, Dorothy Marshall, Eileen DeLuca, Caroline Seefchak, Violeta Rotunda, Rebecca Gubitti, Audrey Bynoe, Jennifer Grove, Clara Constain, Chuck Insalaco, Carey Lade, Ashley McGowen, Cynthia Baker, Molly Chardiramani, Shaaron Bastin, Crystal Childs, Elizabeth Yates, Mercedes Picard, Cecelia Mendell, Lawrence Delizia, Carole Nelson, Cathy Vache, Jeremy Pilarski, Dayami Martinez, Mary Corrigan, Tatiana Hursky, Phyllis deValencia

I. Welcome

Introductions – New faculty were introduced.

Successes and Accomplishments – Molly Chardiramani announced that she has completed her doctorate. She was congratulated by all.

II. Labs

Orientations – Lab Orientations, at the beginning of each semester, are important. Faculty must schedule Lab Orientations for each of your classes.

Hours - The Prep Math Lab now has Saturday hours, from 9:00 a.m. to 1:00 p.m. Hours in the Prep English/Reading/EAP lab will be extended soon.

III. Notifications of Absences

- All faculty must call Ivon *or* Renee at

239 489 9310

Or, call Amanda, 239 433 6913

- Each instructor should email his or her class; include assignment information

IV. Adjunct Faculty Mini-Portfolios

These were due Friday, February 25, from all adjunct faculty except from those for whom this is a first semester teaching at Edison State College.

You will hear from Dr. Seefchak, before the end of the semester, about conferences to go over them.

See Dr. Seefchak after the meeting to verify that she has received yours.

V. Adjunct Faculty Observations

Faculty members who are new this semester will be observed in class by Dr. DeLuca or by Dr. Seefchak

Look for an email, to which you will answer with choices of dates and times.

VI. Accommodations for Students with Documented Disabilities

Letters specifying accommodations, from Mr. Drew Macy, are legal documents. Faculty are asked to please follow the list of accommodations for any given student, as indicated in the letter.

If you have any questions about any students for whom accommodations are to be made, contact Drew Macy.

VII. Curriculum Specialist Positions

Dr. DeLuca has announced appointments made by Dr. Atkins for faculty, in each discipline.

Curriculum Specialists will coordinate information and will collaborate with faculty within their disciplines and will provide support to the department chair in the alignment of curriculum.

The Curriculum Specialists for this semester for College Prep are:

Dr. Jennifer Grove – English

Professor Violeta Rotunda - EAP

Professor Dorothy Marshall – Mathematics

Professor Melanie LeMaster - Reading

VIII. College Prep Curriculum Revision

We will be redesigning courses to align with the Common Statewide Developmental Education Course Competencies. Please see attached timeline.

Input is needed by all faculty; more in each discipline during break-out sessions at the end of this meeting.

IX. Text Publisher Luncheons for ENC and REA

McGraw Hill -

Friday, 03/04 – 12:00 noon, S 107

Bedford /St. Martin’s -

Friday, 04/12 – 12:00 noon, G 218

X. QEP News

There will be a First Year Experience Course, to be launched as early as Spring 2012.

Students in the pilot course will be those who are in two or more developmental courses.

XI. Summer Course Schedules

Assignments of summer courses are made through the Associate Dean. Staff Assistant Amanda Romero has been contacting faculty.

XII. Break Out by Discipline

In small groups, the following were discussed:

General Information within Curriculums

College Prep Curriculum Revision

Common Course Assessments

*Next Adjunct Faculty Meeting:*

Tuesday, April 12, 2011

4:30 to 5:30 p.m., G 218

Attachment:

Curriculum Revision Timeline

Minutes submitted by C. Seefchak, 03-23-2011

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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** |