

**Department of**

**College Prep/Developmental Studies**

**Minutes**

College Prep Faculty Meeting

Friday, March 4, 2011

11:00 a.m. to 12:00 noon

S 107

In attendance were: Eileen DeLuca, Kevin Lavarack, Joseph Roles, Troy Tucker, Bert Lawrence, Jaime Marecz, Jennifer Grove, Violeta Rotonda, Renee Hester, Dorothy Marshall, Caroline Seefchak, Rebecca Gubitti, Sabine Eggleston

Sabine Eggleston graciously volunteered to take notes at the meeting.

1. Successes and Accomplishments:
   1. Violeta Rotonda reported that an EAP club had been formed. The club will meet weekly on Wednesdays from 3:15 p.m. until 4:00 p.m. in N 214, and a study hall is scheduled to take place on Fridays from 11:00 a.m. – 1:00 p.m. in G 230.
   2. Dr. Eileen DeLuca shared that the Multicultural Task Force held a Cultural Diversity Celebration, which included events and food and displays during the day and into the evening on Wednesday, March 2. EAP classes attended, brought artifacts, and performed.
2. Division of Florida Colleges Conferences
   1. Dr. Caroline Seefchak reported on PERT (Postsecondary Education Readiness Test) information:
      1. The State is working on a diagnostic for all subjects and levels
      2. The State is still looking for reviewers; go to FLDOE.org for more information
   2. Information about EAP testing was shared.
      1. Because EAP courses are not standardized, there is not a plan, currently, to make PERT a test to be used for EAP placement.
      2. Colleges will continue to use the tests they presently use for EAP.
   3. The Division of Florida Colleges announced that there are no immediate plans to revise the exit exams for college prep courses. The current test bank will not be updated. Assessment of mastery will be considered to be up to each institution. State exit exams are still suggested, but will not be mandated in the future.
   4. Models of instruction
      1. Modularization was discussed at the Connections Conference
3. College Readiness Conference
   1. The event was a great success.
   2. A Survey Monkey survey will be sent out. (Document is attached.)
      1. The department looked at the survey questions and gave feedback.
      2. All faculty will receive access to the survey and are asked to provide feedback before it is sent out.
      3. If the department can think of any documents that participants asked to be sent to them, please forward these to Dr. Deluca to send out to everyone.
4. QEP News
   1. It has been decided to push back the pilot of the Cornerstone Course to Spring 2012.
   2. QEP committee will still meet and plan the course.
5. Department Curriculum Revision
   1. The Curriculum Revision timeline calendar has been updated with the correct dates. (See attached.)
   2. Curriculum Specialists, from each discipline, reported on curriculum revision status:
      1. Math : The mathematics faculty has reviewed competencies for upper and lower levels to select a textbook. More than likely, we will stay with Pearson as a publisher. Joe has reviewed 3 options for combo books and matched them to the competencies. We continue to be working on Syllabi
      2. EAP: Faculty are working on rubrics. No changes are anticipated in text books; thinking about bundles instead.
      3. English: Faculty are currently looking at Competencies, and is in the process of linking them to State Standards. One form of the exit exam was compromised, so Dr. Grove is looking at options to fix this. She also is deciding what will be in the pamphlet and what might be on the web site.
      4. Reading: None of the competencies have changed in this discipline, and upper and lower courses are still aligned.
   3. Dr. Seefchak reminded Curriculum Specialists to continue to think about and plan common course assessments and to be sure we are meeting all the program goals. All College Prep faculty, full and part time, on all campuses, need to be involved.
   4. The contents for the adjunct information brochures should be finished and given to Dr. Seefchak by the beginning of May. She will work on the final creations. (Sample of Adjunct Information Brochure shell, for Mathematics, is attached.) Adjunct brochures, to be created in each discipline, are intended to clarify guidelines for adjunct faculty.
   5. Adjunct faculty manual, brochure, and web site were discussed.
6. Anything else
   1. Sunshine - Thank you to Dorothy Marshall for the March birthday cake celebrations and for sending cards
   2. McGraw-Hill – The publisher is here today to review developmental English texts.

Attachments:

Sample of a shell of an Adjunct Information Brochure

Revised Curriculum Revision Timeline

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

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**Department of College Prep/Developmental Studies**

Adjunct Instructor Information:

**College Prep Mathematics**

**College Prep Mathematics Discipline Coordinator:**

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General Guidelines

Attendance

Syllabi

Portal

**Additional Contacts**

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College Prep Mathematics Faculty Information

Entering Grades

Lab Information

Hours

Materials available

Workshops

Final Exam and Exit Exam Information

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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** |