

**Department of**

**College Prep/Developmental Studies**

**Minutes**

College Prep Adjunct Faculty Meeting

Tuesday, April 12, 2011

4:30 to 5:30 p.m.

G 217

In attendance: Tom Mohundro, Dorothy Marshall, Eileen DeLuca, Caroline Seefchak, Rebecca Gubitti, Jennifer Grove, Clara Constain, Ashley McGowen, Cynthia Baker, Molly Chandiramani, Sharon Bastin, Crystal Childs, Elizabeth Yates, Lawrence Delizia, Carole Nelson, , Jeremy Pilarski, Dayami Martinez, Mary Corrigan, Tatiana Hursky, Phyllis deValencia, Jaime Marecz, Karen Buonocore, Benjamin Gilbert, Joanne Joy, Valerie Kerr, Drew Macy, Renee Hester, Troy Tucker, Melanie LeMaster

1. **Welcome**

Everyone was thanked for taking the time to be here during a very busy time of the semester. We have a lot of information to share, and it is great to see so many College Prep colleagues here.

**Successes and Accomplishments**

Dr. Seefchak had an accomplishment to share – one of a student. She showed a projection of an English paragraph assignment that was sent to her, as a JPEG.

She said it illustrated the tenacity some of our students have to follow directions – even when they cannot figure something out.

It was announced that Dr. Gubitti presented at the conference of the Mid-West Institute, held at Edison State College last month.

1. **New Faculty Observations**

Adjuncts for whom this is your first semester at Edison are observed by an Associate Dean or by a Department Chair.

Dr. DeLuca and Dr. Seefchak have visited classes and are contacting professors to arrange conferences to discuss their time visiting classes.

III. **College Prep Curriculum**

Revision of Syllabi – Everyone in the department has worked very hard on this. All College Prep syllabi have been revised to reflect alignment with the State of Florida Division of Colleges Common Course Competencies. These syllabi, reflecting the new course numbers, will be available on the Document Manager on the Portal and will be used starting in Fall 2011.

Adjuncts teaching Summer 2011 are reminded to use the current syllabi for all Summer Sessions – not the new syllabi.

Common Course Assessments – Each discipline in College Prep has worked assiduously on these, and most are completed. All Common Course Assessments in College Prep will be used, as trials, during Fall Semester 2011. It is projected that they will become part of the course curricula starting in Spring Semester 2012.

The new course names and numbers were posted for all to see:

ENC 0015         Developmental Writing I

ENC 0025         Developmental Writing II

MAT 0018         Developmental Mathematics I

MAT 0028         Developmental Mathematics II

REA 0007         Developmental Reading I

REA 0017         Developmental Reading II

III. **Textbook Selections**

We have had visits from many publishers for selections of textbooks to be adopted in the specific discipline areas.

All faculty at all campuses must have input, adjunct and full-time; Curriculum Specialists are asked to please each have a documented means by which to reach a decision and are asked to please email decisions to Dr. Seefchak by 4/13.

V. **Final Exams**

Important information, for each discipline, will be disseminated by Curriculum Specialists during the break-out session. Everyone is reminded to follow the exam schedule, as posted on the portal.

VI. **QEP News**

Dr. Gubitti shared that the QEP Cornerstone Course still has a targeted start date of Spring 2012. She shared that Dr. Mary Stuart Hunter, renown for her work on QEPs, has been hired as a consultant.

There will be courses that instructors may take to become qualified to teach the Cornerstone class, some of which will be available to take online.

VII. **Adjunct Faculty Mini-Portfolios**

Dr. Seefchak announced that Adjunct Faculty Mini-Portfolios will be returned, with feedback, at the end of the semester. She said that she has been enjoying reading them and seeing all the great things our department’s adjuncts are doing.

Dates are being set for Dr. Seefchak, along with Dr. DeLuca, to visit other campuses. Dr. Seefchak will be available to return portfolios and to meet with faculty members in Collier, Hendry/Glades, Charlotte, and Lee.

VIII. **Fall Course Schedules**

The Fall 2011 courses will be finalized soon.

Dr. Deluca will assign classes.

Amanda will contact adjunct professors with availabilities.

Dr. DeLuca addressed all faculty about giving “Incomplete” grades to students. She explained that the department needs to keep records of issued grades of “Incomplete,” so that we can follow-up on them in timely manners. A form has been created. This form needs to be completed for any grades of “Incomplete” given. (See attachment.)

IX. **Anything Else**

It was announced that the next College Prep Adjunct Faculty Meeting will be held the week of August 15. Adjunct Professors are asked to look for an email notification during the summer.

X. **Break-Out by Discipline**

Discipline-area groups were led by Curriculum Specialists in the areas of English, EAP, Math, and Reading.

Discussions by discipline included:

Final exam procedures

Textbook adoptions for Fall 2011

Review of Common Course Assessments

Any questions pertaining to the end of Spring 2011 semester.

Attachment:

Incomplete Grade Form

*Submitted by Caroline Seefchak, Ph.D., April 2011*

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**Department of College Prep**

**Record of Student INCOMPLETE Grade**

**As per the College Catalog:**

A grade of “I” is given only when the student has successfully completed most of the course in question and, in the judgment of the professor, is able to make up any deficit within the assigned time frame. A student who receives an “I” must make up the deficiency and have the change of grade recorded in the Office of the Registrar no later than last day to remove incomplete grades as published in the College Catalog. After that, the grade defaults to an “F.” The responsibility for making the necessary arrangements with a professor for the removal of an “I” rests with the student. A student may not register for a class in which they have an “I” grade.  An incomplete grade may delay graduation if requirements have not been met by the end of the term.

**As per course syllabi:**

The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is

not a substitute for a “D,” “F,” or “W.”

Grade of Incomplete Issued

Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ CRN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Banner ID @ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coursework or assessments to be completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade without the completed work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes from professor (to include assessment procedures, assigned graders, etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Final Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_