**Minutes**

College Prep Faculty Meeting

Friday, May 6, 2011

11:00 to 12:00 - G 217

In attendance: Eileen DeLuca, Joseph Roles, Bert Lawrence, Melanie LeMaster, Caroline Seefchak, Jaime Marecz, Jennifer Grove, Troy Tucker, Rebecca Gubitti, Sabine Eggleston, Dorothy Marshall, Renee Hester

1. Welcome

Successes and Accomplishments

Dr. Seefchak shared some letters that professors had received from students. One was to Dr. DeLuca in praise of Professor Marshall. The student, in her letter, said that she learned so much in Professor Marshall’s class and that Professor Marshall is “a teacher that President Obama will be proud of.” Another letter written by a student to Professor Hester was shared. In this letter, the student said to Professor Hester, “I realize that you are good at what you do because you don’t teach just to get a paycheck, you teach because you enjoy it.” A last card from a student was shared, this one to a faculty member who preferred not to be named. This student wrote, “I want you to know that your way of teaching and dedication to your students has made a difference in my life.”

As a tremendous accomplishment, the Sunshine Committee and Professor Dorothy Marshall were commended on all the wonderful sunshine provided to the department this semester. The amazing party for Professor Kevin Lavrack, who has retired after twenty-two years at Edison, was a memorable success.

1. Communities of Practice

Communities of Practice, informal meetings that focused on sharing ideas and best practices in individual disciplines, were very successful this semester. Dr. DeLuca shared attendance data. Twenty-seven adjunct and full-time faculty from Lee and Hendry Glades have participated in the Community of Practice: Mathematics Meetings. Twenty adjunct and full-time faculty and instructional assistants from Collier, Lee and Hendry Glades have participated in the Community of Practice: Writing meetings.

Seventeen adjunct and full-time faculty and Instructional assistants from Lee, Charlotte, Collier and Hendry/Glades campuses have participated in the Community of Practice: Reading Meetings. Based on the attendance data and the positive evaluations, future plans to continue these valuable opportunities for faculty professional development. The schedule will be distributed at the first District Faculty meeting in fall 2011.

1. College Prep Survey Research/Data Collection

Dr. DeLuca shared that she and Dr. Seefchak had constructed surveys for each developmental discipline area. The surveys were sent out to full-time for comments and revisions were made. Copies are attached, as well as a copy of a survey created for EAP students by Dr. DeLuca, Professor Rotonda, and Professor Tucker. The surveys were sent to students, via email, on May 5. (The EAP surveys were done in the lab with 125 students responding). Data will be shared with faculty during our first meeting of the fall semester. Dr. DeLuca worked with the lab staff to develop surveys specifically about lab usage. The surveys will also be distributed this summer. These data will also be shared with faculty during our first meeting of the fall semester. Faculty and staff will review surveys to make data-driven decisions and improve services.

1. Grade forgiveness with new courses

We have confirmed with Billee Silva, the registrar, that, as the new course names and numbers have equivalencies to the previous course names and number, that grade forgiveness will be in effect. For example, a student who failed ENC 9020 would receive grade forgiveness if he or she took and passed ENC 0025 in the fall.

1. *Breakthrough Solution* Education Model

Dr. Pendleton distributed a copy of an education model entitled, “Breakthrough solution. If you have comments you may send them to Edith Pendleton ([Edith.Pendlton@edison.edu](mailto:Edith.Pendlton@edison.edu)).

1. College Prep Advisory Committee

Dr. Seefchak and Dr. DeLuca shared that a College Prep Advisory Committee had been formed as a part of the program review process. On May 18, they will be meeting with K-12 administrators and other ESC Stakeholders to share student retention, success and satisfaction with services data. The Advisory Committee will give suggestions regarding program improvement. Dr. Seefchak and Dr. DeLuca will summarize their recommendations at the first department meeting in August.

1. Curriculum

Dr. Seefchak thanked the faculty for their work on revising the Math, English, and Reading syllabi to align with the Florida Division of College’s Developmental Curriculum Course Competencies. The new syllabi will be posted on the document manager during the summer. She also thanked the Curriculum specialists for overseeing the development of common course assessments which will be piloted in the fall 2011 semester.

Disciplines with new textbooks

Dr. Seefchak thanked the faculty for their work on reviewing and choosing new textbooks. Amanda has put together a list of the newly adopted textbooks. The list has been shared with all campuses.

1. NADE

Dr. DeLuca shared that the College finally received its Institutional membership to NADE. Faculty should have received membership cards and other member information. Dr. Seefchak and Dr. DeLuca received NADE journals that faculty may borrow at any time. When the new copy/mail/adjunct faculty room is opened in building G, journals will be stored there.

Conference proposal submissions

Dr. DeLuca noted that the NADE conference will be held in Orlando from February 22-25. She encouraged faculty to submit proposals to the conference (due date: July 29, 2011). Faculty planning to attend the conference should let Dr. DeLuca know ASAP so that the department can request funding.

1. Communication

Dr. DeLuca shared that she met with Mark Trask and Mark Savage. She shared the faculty suggestions for design of the Web Site which included having a main page and then linking to a page for each discipline. There would also be a link to a page that provided information about the College Prep Center labs. They also discussed the type of information they would like to make accessible for the students. Mark Savage shared that the entire Edison State College Web site would be updated to be more “student friendly.” He suggested that we have lots of visuals including photographs and video clips of current and former students. Dr. DeLuca asked faculty to submit names of students that may be willing to be photographed and/or provide a testimonial. He also shared ways that the website could have active features allowing us to update photos, make announcements about upcoming workshops, etc.

Adjunct Brochure information

Dr. Seefchak has received all of the suggested information for the adjunct brochures from the Curriculum Specialists. She will put together the brochures and have them ready for the fall 2011 adjunct meeting.

1. Space Update

Dr. DeLuca reported that, per a memo from Dr. Beeson, though classrooms in Building U are on schedule to be completed for Fall 2011, it is not anticipated that the offices will be ready. That will change some of our department’s move, notably those of the faculty offices that are currently occupied by science professors. As the Writing Lab and Upper Level Math Lad will be moving to Building Q in July, and the Tutoring Center will be moving to Building Q as well, we expect the other moves to go as planned.

1. Exit Exam

A discussion was held about the administration of Exit Exams and the Dr. Seefchak will work with Ivon Lopez to make sure that all faculty (including adjuncts) are administering the exams with integrity and are following procedures.

1. Anything else

Dr. Grove asked about orientation materials including jump drives. Amanda had priced the jump drives and the cost would be over $20,000. Mathematics faculty suggested purchasing a 3-ring binder for each student (since many of them will have books that are hole-punched. Also, this would allow faculty and instructional assistants to insert any handouts.

Joe Roles showed the faculty the DVD he created using photos and mementos from Kevin Lavrack’s retirement party.