



DEPARTMENT OF  
COLLEGE PREP/DEVELOPMENTAL STUDIES

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## MINUTES

College Prep Adjunct Faculty Meeting  
Tuesday, August 16, 2011  
6:30 to 8:00 p.m.  
H 200

In attendance: Sharon Bastin, Maria Catena, Molly Chandiramani, Chrystal Childs, Frank DeCarlo, Chuck Insalaco, Joanne Joy, Valeria Kerr, Dayami Martinez, Tom Mohundro, Nancy Moore, Carole Nelson, Sandy Webb, Terry Zamore, Scorpio Welch, Maria Viera, Rebecca Gubitti, Elizabeth Yates, Candace Rosene, Troy Tucker, Jennifer Grove, Dorothy Marshall, Renee Hester, Violeta Rotonda, Melanie LeMaster, Caroline Seefchak, Amanda Romero, Eileen DeLuca

### Welcome

Dr. Caroline Seefchak, Department Chair, welcomed everyone back for the Fall 2011 semester and thanked all faculty, adjunct as well as full-time, for attending this meeting.

### Introductions

#### New Faculty

New adjunct faculty members were introduced: Sandy Webb, Frank DeCarlo, and Scorpio Welch for Developmental English. New full-time faculty present at the adjunct meeting were introduced: Professor Cynthia Baker, Developmental Mathematics, Collier; Lee; Professor Candace Rosene, Developmental Mathematics, Lee

Returning Faculty: Dr. Seefchak thanked all returning faculty for being at the meeting and for all they have been doing to prepare for the semester.

#### Discipline Curriculum Specialists

Dr. Seefchak introduced the faculty members who have agreed to lead each of the disciplines as Curriculum Specialists this academic year:

Developmental English – Dr. Jennifer Grove

Developmental Mathematics – Professor Dorothy Marshall

Developmental Reading – Professor Melanie LeMaster

## English for Academic Purposes, EAP – Professor Troy Tucker

### General Information

#### New faculty observations

Adjunct faculty members new this semester will be observed in class by Dr. DeLuca or by Dr. Seefchak. They were told to look for an email, to which you will answer with choices of dates and times.

#### Procedures for absences

When a faculty member cannot be at a schedule class, he or she must Call Ivon or Renee at 239 489 9310. Or, call Amanda, 239 433 6913  
Faculty members, when absent, must email each of their classes with notifications and assignments.

#### Adjunct Faculty Mini-Portfolios

Adjunct mini-portfolios are the professional evaluation used for adjunct faculty. These are due to Dr. Seefchak in February, but adjunct faculty will receive more information on what is required as soon as it becomes available. Workshops, in the TLC, are available for preparation tips and instructions.

#### Adjunct Folder - Document Manager

There will be an Adjunct Folder for College Prep/Developmental Studies. It will be the one place for all forms and copies of information  
Coming soon: Developmental Studies Adjunct Faculty Handbook on the Document Manager.

#### Adjunct Survey

Adjunct faculty will each be sent a link to an important survey seeking anonymous feelings about teaching as an adjunct professor in this department.  
Please look for a link to the survey in your email during the second week of classes.

### Professional Development Opportunities

As another part of our adjunct support, we are offering a workshop series:  
*From Developmental to College Ready*. See attached.  
*Communities of Practice* – see attached.

## College Prep/Developmental Studies Curriculum

Exit exam legislation - An amendment to section 1008.30 of the Florida Statutes was passed, changing the mandate for state exit tests for developmental classes. Specifically, the requirement for a “passing score on a standardized ... test,” has been eliminated and has been replaced with a requirement that students “demonstrate successful mastery of the required developmental education competencies.” Each discipline will work to establish district-wide policies concerning mastery of developmental courses. Discipline Curriculum Specialists will lead this initiative within the disciplines.

SAC - Common Course Assessments – begin this semester, as a pilot to next semester, when they will be required in all disciplines. The ENC discipline will use the Common Course Assessments in all classes, using a rubric designed by faculty members. The MAT discipline has specific activities and is working, this semester, on designing rubrics for measurement. EAP has created rubrics and is finalizing assessments. REA is examining Lexile tests for use with students.

## Lab Orientations

It is VERY important that all faculty schedule a time to take your classes to the Lab the first week of the semester.

## QEP News

There will be a Cornerstone Experience Web site, available through the Edison State College site, up soon. Dr. Seefchak demonstrated with screen shots of the site.

Faculty have heard a lot about Cornerstone this Professional Development Week, but Dr. Seefchak emphasized that it is important that all faculty be familiar with our College’s QEP, The Cornerstone Experience, and be knowledgeable that Edison State College is committed to its Quality Enhancement Plan (QEP) to improve first-year student learning through the Cornerstone Experience course. Dr. Seefchak briefly went over the the four frameworks on which the Cornerstone course will be based: Critical Thinking, Applied Learning, Relevancy, and Success Strategies. Edison State College’s QEP is designed to enhance student satisfaction and engagement, and to improve retention, persistence, and graduation rates.

Dr. Seefchak told faculty that Dr. Steve Atkins has asked each department in the College to adopt a Cornerstone corner, or framework, on which to base curricular plans for this academic year. She also relayed a message, to faculty, from Dr. Atkins, that he appreciates all they are doing, district-wide, to understand and to promote the QEP.

### Accommodations for Students with Documented Disabilities

Letters specifying accommodations, from Mr. Drew Macy, are legal documents. Please follow the list of accommodations.

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

### Logistics and Space

H 221 will be a classroom, and H 223 will be a shared faculty workspace for the Departments of College Prep/Developmental and Math and Science.

### Student Survey Data

Will be available on the Document Manager

### Break Out by Discipline

- General Information within Curriculums

- Exit Exam / Final Exam Decisions

- Common Course Assessments

Discipline Notes, attached

Communities of Practice Schedule, attached

**From Developmental to College Ready:  
A Workshop Series  
Fall 2011**



Presenter: Dr. Caroline Seefchak

Date	Time	Topic
Tue. 9/6	4:00-5:00 pm	<b>The Developmental Students in All of Our Classrooms</b>
Wed. 9/21	12:00-1:00 pm	This workshop will present an overview of Developmental Education and will give specific strategies and suggestions for providing instruction and support to Developmental Students, who exist in all college classrooms.
Tue. 10/4	4:00-5:00 pm	<b>Instruction and Assessment for All Students</b>
Wed. 10/19	12:00-1:00 pm	This workshop will provide a variety of ideas for designing classes to meet a wide continuum of student needs. Unique strategies for assessing progress of students will be discussed and modeled.
Tue. 11/1	4:00-5:00 pm	<b>The Science of Brain-based Learning</b>
Wed. 11/16	12:00-1:00 pm	Professional educators now have pertinent information available to them to help them to understand how their students learn. This workshop will discuss the basic cognitive neuroscience of learning and will give tips for making instruction more meaningful for all students.

Teleconferencing is available for those at Collier, Charlotte, or Hendry/Glades locations.

The presenter, Caroline Seefchak, is a recent participant in the Kellogg Institute for Certification in Developmental Education through the National Center for Developmental Education at Appalachian State University in Boone, North Carolina. The content in these presentations is taken from research-based practices and literature directly from the seminars of the Kellogg Institute.

## Communities of Practice: Fall 2011

Community of Practice: Writing		Topic
<b>Monday, 8/29</b>	3:00-4:00 pm (TLC)	Plagiarism and Documentation
<b>Tuesday, 8/30</b>	3:00-4:00 pm (TLC)	Plagiarism and Documentation
<b>Monday, 9/26</b>	3:00-4:00 pm (TLC)	Creating Engaging Writing Assignments and their Rubrics
<b>Tuesday, 9/27</b>	3:00-4:00 pm (TLC)	Creating Engaging Writing Assignments and their Rubrics
<b>Monday, 10/31</b>	3:00-4:00 pm (TLC)	Writing as a Process
<b>Tuesday, 11/1</b>	3:00-4:00 pm (TLC)	Writing as a Process
<b>Monday, 11/21</b>	3:00-4:00 pm (TLC)	The Role of Grammar in College Papers
<b>Tuesday, 11/22</b>	3:00-4:00 pm (TLC)	The Role of Grammar in College Papers
Community of Practice: Reading		Topic
<b>Tuesday, 9/20</b>	4:00-5:00 pm (TLC)	Vocabulary Activities
<b>Wednesday, 9/28</b>	3:00-4:00 pm (TLC)	Vocabulary Activities
<b>Tuesday, 10/18</b>	4:00-5:00 pm (TLC)	Teaching Reading to ELLs
<b>Wednesday, 10/26</b>	3:00-4:00 pm (TLC)	Teaching Reading to ELLs
<b>Tuesday, 11/8</b>	4:00-5:00 pm (TLC)	Pair and Group Work
<b>Wednesday, 11/16</b>	3:00-4:00 pm (TLC)	Pair and Group Work
<b>Tuesday, 11/29</b>	4:00-5:00 pm (TLC)	Assessing Comprehension

Community of Practice: Math		Topic
<b>Wednesday, 9/7</b>	4:00-5:00 pm (TLC)	TBA
<b>Friday, 9/9</b>	12 Noon (S-250B)	
<b>Wednesday, 9/21</b>	4:00-5:00 pm (TLC)	
<b>Friday, 9/23</b>	12 Noon (S-250B)	
<b>Friday, 10/7</b>	12 Noon (S-250B)	
<b>Wednesday 10/19</b>	4:00-5:00 (TLC)	
<b>Friday, 10/21</b>	12 Noon (S-250B)	
<b>Friday, 11/4</b>	Noon (S-250B)	
<b>Wednesday, 11/16</b>	4:00 pm-5:00 pm (TLC)	
<b>Friday, 11/18</b>	12 Noon (S-250B)	

8.17.2011

## **CP/ENC Adjunct Meeting**

### Overall information

G229/H223 Mailboxes and Office Depot Copying

Syllabi sections VIII and XIII

Agreed to continue 15 required lab hours for both courses

Sign up for Lab orientation

Sign Contracts

Meeting in H246 at noon to review portal resources before MyLab presentation at 1:00

### ENC 0015

Common Assessment - Portfolio

10% of grade

Submit process as well as end product

End product assessed by departmental rubric

- Dr. Grove agreed to make up a sample exercise

Final Exam - Dr Grove will be accepting suggestions/copies of finals to hopefully synthesize styles while adhering to state competencies for a common ENC 0015 final exam, to be given during Finals week (20% of grade)

### ENC 0025

Distributed guideline/resource handout for Common Assessment (Argumentative Research Project/Paper)

Percentages: Common Assessment - 20%  
Other writing - 30%  
Tests /Homework/etc 50%

Exit: No Essay Exit  
Exit exam given on last day of class; retakes given according to Final Exam schedule TBA

### Next adjunct meeting:

1. Choose for Spring 2012 and beyond
  - A. Keep exit (may be revised)
  - B. Drop 1-10 from existing exit exams and combine 2 for final exam
  - C. Have a workshop to develop a final
2. If B or C, what percentage should the final be, keeping the Common assessment at 20%?

<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
<b>Adjunct - Charlotte</b>	Monday, August 15	5:00 – 7:00 p.m.	Charlotte
<b>Adjunct – Lee</b>	Tuesday, August 16	6:30 – 8:00 p.m.	H 200 - Lee
<b>Adjunct – Collier</b>	Wednesday, August 17	5:00 – 8:00 p.m.	Collier
<b>Adjunct – Hendry</b>	Monday, August 22	6:00 – 8:00 p.m.	Hendry/Glades
<b>Adjunct – Collier Open Hours</b>	Thursday, October 13	3:00 - 5:00 p.m.	Collier
<b>Adjunct – Lee</b>	Monday, October 17	4:30 -5:30 p.m.	TBA - Lee
<b>Adjunct – Charlotte Open Hours</b>	Thursday, October 20	3:00 - 5:00 p.m.	Charlotte
<b>Adjunct – Hendry Open Hours</b>	Thursday, October 27	3:00 - 5:00 p.m.	Hendry/Glades
<b>District Faculty/Staff</b>	Friday, December 9	11:00 – 12:30 p.m.	H 200 - Lee