



MINUTES

College Prep Faculty Meeting
Friday, November 18, 2011
11:00 a.m. to 12:00 p.m.
H 223

In attendance: Cynthia Baker, Karen Buonocore, Eileen DeLuca, Sabine Eggleston, Jennifer Grove, Rebecca Gubitti, Renee Hester, Bert Lawrence, Melanie LeMaster, Jaime Marecz, Dorothy Marshall, Joseph Roles, Candace Rosene, Troy Tucker, Cathy Vache

Guests in attendance: Amanda Romero, Monica Moore

I. Dr. DeLuca opened the meeting and asked faculty to share successes and accomplishments. Dr. Grove shared that the final exam for 0015 was finished. Professor Rosene gave a “thank-you” to the person who had been leaving her gifts. Professor Tucker shared the success of the EAP Fall Potluck dinner with over 80 students participating. Dr. DeLuca complimented Lucinda Nowall and Amanda Romero for pulling together the College Prep Bowling Party which was a lot of fun. Dr. DeLuca shared a final “success” that after a search, Monica Moore accepted the position of College Prep Director.

II. Monica Moore introduced herself to the faculty and shared some of her background experiences in the field of education. She shared with the faculty that she hopes to be a resource for them. In addition, she hopes to sit down with individual faculty to learn how the lab can support what they do in the classroom.

III. Amanda Romero gave an overview of the features of the new Biz Hub copier. She explained the use of the copy card.

IV. Dr. DeLuca reviewed the policy for class cancellation and coverage. She thanked the many faculty who were able to chip in and cover classes due to the emergent needs this semester.

If an instructor intends to be absent from a class, please send an email to include Dr. DeLuca, Amanda Romero and Ivon Lopez (or Renee Williams if the class is in the evening). It is

important to notify all three so that students can be properly notified. Faculty are encouraged to send an email to students as well if possible.

She explained that in order to provide appropriate instruction, classes should only be covered by qualified faculty within the same discipline as the absent professor. It is not appropriate for instructional assistants to cover the content of the class in absence of a teacher. However, in some limited emergent situations, it may be possible for an instructional assistant to provide proctoring or hand out materials. In these cases, faculty members need to make a request with Dr. DeLuca who will consult with Monica Moore about availability of instructional assistants. When seeking coverage in advance, please notify Dr. DeLuca. Dr. DeLuca needs to ensure appropriate personnel are covering classes, and ensure that in emergent situations that necessitate excessive coverage, substitute faculty are being appropriately compensated.

If an instructor has special directions to accompany a class cancellation (or request for partial coverage), please send an email to include Dr. DeLuca, Amanda Romero and Ivon Lopez (or Renee Williams if the class is in the evening).

If phoning in a request for an emergent issue, please don't assume a message left for one person will be received in less than a 24-hour period. If you have a need for cancellation or coverage at the last minute and Dr. DeLuca doesn't answer, call Amanda; if she doesn't answer call Ivon, etc.

In all cases, Dr. DeLuca should be notified in advance of a cancellation (barring emergent situations where it would be impossible for the faculty member to contact the department offices). In most cases, when an instructor is sick, it is most appropriate to cancel the classes. If illness would take a professor out of the class for more than two classes in a row, a substitute would need to be secured.

If a professor is attending a conference, it is reasonable to adjust a schedule accordingly and inform students of any work or projects they will engage in during the absence. Faculty cannot require students to attend a classroom or lab unless they are there to supervise them. Students can be encouraged to attend a lab to complete a "lab assignment," but if a qualified instructor is not present, it cannot be required. If faculty are seeking a "lab proctor" from an instructional assistant, Dr. DeLuca and Monica Moore must be consulted.

Rebecca asked about the schedule for the Wednesday before Thanksgiving. Dr. DeLuca said the College Calendar lists the College as closed for Thursday, Friday and Saturday only.

Cathy Vache asked about assessment center availability in the late evening hours. As per the assessment policy sent out earlier in the semester, students can be placed in the assessment

room, blinds up, and IA's can be asked to look in on them. Dr. Grove suggested that IA's collect and guard student's personal items other than the exam and writing instrument.

V. Dr. DeLuca asked each discipline to share progress on exams and common course assessments. In addition, she asked faculty to let her know how she could support them in this endeavor.

a. Math-Professor Marshall said that the professors have piloted the use of common course assessments in both levels. At least one of the common course assessments for MAT 0028 may need to be revised to better align with the Developmental course competencies. The two assessments for MAT 0018 seem to align with the competencies, but after faculty piloted them with the students, they realized one is too long. She said the rubrics that Professor Vache and Professor Buonocore created seemed to work well. Professor Marshall hopes to have a follow-up meeting with Math faculty during exams week to discuss the assessments and how to revise them for future semesters.

b. English-Dr. Grove discussed the ENC 0025 and ENC 0015 common course assessments. She noted that this term, only the ENC 0025 is being reviewed as part of the assessment study. She noted that the rubrics may undergo slight revisions based on discoveries made in the pilot phase. One version of the exam for 0015 has been completed. A second version will be created in the spring, so that for the spring administration, there is an "A" and "B" form. She will send out a survey to begin compiling ideas for the mastery exam for 0025.

c. Reading-Professor LeMaster shared that the Reading faculty had reviewed several options. Designing a reading exam is a bit more complicated as it involves finding reading passages at the appropriate level and may involve copyrights. Melanie explained that it is difficult to get all the faculty together for an extended period of time. Dr. DeLuca noted that if a non-duty day work-session was needed, she would petition for funding. Professor LeMaster asked if the State Exit Exam could be used in the spring. Dr. DeLuca explained that the state had asked that it not be administered after Spring 2012. Dr. DeLuca suggested the MyReadiness Test might be an option. Renee said that for the 0007 test, she was revising the final exam to add questions that addressed any competencies that weren't covered by the former exam.

d. EAP-Professor Tucker shared that the EAP consortium was just starting to hold discussions about creating course competencies. Currently, this is not standardized across the state. Professor Rotonda designed a rubric that would be piloted for a common course assessment in EAP 1640. Dr. DeLuca, Professor Tucker, Professor Rotonda, and Dr. Seefchak have scheduled a meeting to discuss EAP entrance and exit assessments.

Dr. DeLuca asked if all Curriculum Specialists had apprised Ivon Lopez of copying needs, etc. Professor Baker asked for some clarification about how materials would be received on Collier

Campus. Professor Marshall explained the A, B, C and D versions, and offered to take her to see Ivon Lopez after the meeting.

Professor Marshall asked about the PERT Diagnostic Exam. Dr. DeLuca said that the Assessment office still didn't have access to the test.

Professor Eggleston wanted to discuss the students misplaced by the PERT. Both she and Professor LeMaster expressed concerns about misplacement and alternative completions. Dr. DeLuca explained that at the Division of Florida Colleges Conference, Julie Alexander asked colleges to recognize that both the PERT and the Developmental Competencies are new, and it is best to hold off on allowing alternative completions. The issue will be discussed further in the spring Connections conference. Dr. DeLuca suggested that we continue to explore modularized curricular options such as emporium models to allow for expediting the completion of the developmental sequence for students who may have been misplaced.

VI. Dr. DeLuca discussed the fall surveys. She asked faculty to let developmental students know that they would be receiving two surveys via email. One focuses on the courses; the other focuses on the labs. Dr. DeLuca asked faculty to encourage students to complete the ANONYMOUS surveys, so that we could use their feedback toward program improvement. Dr. DeLuca suggested that the surveys be sent out earlier this semester (during or right before finals week). The lab survey would be sent out about two weeks later. Professor LeMaster suggested that professors could post the survey link in their courses or send via email. Dr. DeLuca will send out the survey link to any professors who wish to post it, but all students will still receive the survey link via email.

VII. Dr. DeLuca discussed the recent SACS COC visit. She thanked the faculty who participated in presenting to the SACS COC team, and those who participated in being interviewed by the SACS COC team. She noted the fourteen recommendations received from the SACS COC team and highlighted the recommendation related to 3.3.1.1-Institutional Effectiveness-Educational Programs. She discussed that while the college has made great gains in this area in the past year-and-a-half, the SACS COC team is looking back three years. Dr. DeLuca noted that College Prep is on the right track with its assessment efforts and as a department we will continue to engage in assessing our educational programs with both qualitative and quantitative data. We will continue to use data to drive program improvement.

VIII. Dr. DeLuca reminded faculty about the meeting on December 9 to be followed by a Holiday Potluck. She encouraged all faculty to join in the Potluck and the "White Elephant" gift exchange. Professor Marshall explained the College Prep version of the "White Elephant" gift exchange.

IX. Other-

a. Professor Roles expressed concern about the Final Exam schedule. Dr. DeLuca noted that the concern had been brought to both Dr. Beeson and Dr. Atkins and their offices continue to try to improve the schedule. Dr. DeLuca promised to bring the concern to Dr. Harrel.

b. Dr. Grove asked about the Faculty Evaluation Portfolio and if the guidelines were the same for faculty on their second comprehensive evaluation. Dr. DeLuca said that the guidelines posted on the document manager were applicable to all faculty due for comprehensive evaluation.

c. Dr. Gubitti raised a concern that when Drew Macy was absent there was no one to supervise students requiring accommodation. Dr. DeLuca promised to bring the concern to Dean Newell.

d. Professor Roles and others praised Amanda Romero, Professor Vache and all the participants for their creative and bountiful Thanksgiving basket.

Minutes submitted by Eileen DeLuca and Amanda Romero