

## Minutes

QEP Implementation Team Meeting

S-117

March 1, 2012, 1:00-2:00 p.m.

Eileen DeLuca	<i>Present</i>	Myra Walters	<i>Present</i>
Kathy Clark	<i>Present</i>	Kevin Coughlin	<i>Absent</i>
Tom Rath	<i>Present</i>	Pat Newell	<i>Present</i>

1. Tom shared Dr. Grove's concern regarding the draft of the catalog statement regarding SLS 1515 as a college requirement. She wanted clarification regarding students enrolled in EAP courses. The group discussed two possibilities.

a. Degree-seeking FTIC students enrolled in EAP courses would not be required to take SLS 1515 until they reached level 5 or 6 (credit-bearing EAP courses).

b. Degree-seeking FTIC students enrolled in EAP courses would not be required to take SLS 1515 until they had exited (completed) the EAP sequence.

These two possibilities will be vetted through the QEP Response Team and EAP faculty. The current policy requires students in two or more developmental courses to take the course, but EAP courses are not "developmental."

It was noted that the assessment office and admissions still needed to refine the process to ensure that students who were beginning level 5 or 6 will have PERT scores on file.

Tom will share discussion with Dr. Grove.

2. Eileen reviewed the Cornerstone Instructor module survey data with the group. For all Likert Scale items, the majority of the respondents "agreed" or "strongly agreed" that the modules had increased their understanding of the topics. Also, the majority of the respondents "agreed" or "strongly agreed" that they had applied the development of critical thinking and success strategies to their interactions with students. The group also reviewed the open-ended responses. One trend noted was that respondents wanted more "course-specific" training in terms of the assignments, assessments, and teaching developmental students. The data will be reviewed by the Training and Development subcommittee to inform improvement of the modules.

3. The group reviewed the draft of the focus group questions. They also discussed the process for conducting the focus groups. The IRPE office will help us pull a representative sample from across the campuses. Students will be invited with an incentive to be determined. Students would need to consent having their responses recorded. Focus group leaders would need to engage in a training to standardize the administration of the sessions. Kathy volunteered to be involved in the focus group on

Collier campus. Myra suggested that each focus group included two faculty/staff members. One to pose the questions and one to take notes (in addition to the recording).

4. The group discussed the Rubric Standardization session for the Critical Thinking Rubric on Saturday, March 3, 9:00-12:30. Faculty submitted journal entries to Eileen's office. Eileen sent an email out to faculty participants that included an agenda/guidelines. Eileen will lead the session. The ten faculty will be split into five rating teams.

5. Eileen and Myra both attended trainings with Steve Piscitelli recently. Myra and Terri attended a Critical Thinking session with Piscitelli at the FYE Conference. Eileen and Rebecca attended a Student Success Strategies session with him at the NADE conference. They all agreed that he would be a great "external" trainer for the college. Eileen sent him an email to ask about his availability for the summer and to discuss pricing.

6. Eileen suggested that the following subcommittees must be formed or revived: Marketing, Training and Development, Assessment, Textbook, Curriculum, Peer Architects, Orientation/Advising. The group discussed potential leaders for each group:

- a. Marketing-David Hoffman and Amy Teprovich. Also to be determined FYE Coordinator
- b. Training and Development-Rebecca Gubitti and Terri Heck
- c. Assessment-Freida Miller and Monica Moore
- d. Textbook-Freida Miller and TBD
- e. Curriculum-Elaine Schaeffer and Myra Walters
- f. Peer Architects-Whitney Rhyne, Tom Buckingham, Susan Hogan
- g. Orientation/Advising-Pat Newell, Whitney Rhyne, Martin Tawil, Tom Rath, Paul Deschenes

Eileen will contact the faculty/staff next week to confirm that they will lead the subcommittees. Once leadership is established, each group will set their own meeting times.

Minutes submitted by Eileen DeLuca