

Minutes

QEP Implementation Team Meeting

S-117

March 15, 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>
Guest: Christine Davis	<i>Present</i>		

1. Dr. Davis reported on a new hire, Linda Johnson, who will be a program specialist that oversees orientation and works with case management and early alert. The FYE Coordinator position for Lee was discussed. Kathy Clark noted that the QEP document lists two FYE Coordinator positions being hired that would be split between campuses (Lee-Collier, Charlotte-Hendry). Eileen will contact Rudy to update the FYE Coordinator position. The position allows the person to teach a maximum of 6 credits each academic year. Myra stressed the importance of keeping the position focused on developing the FYE program, and not overloading the person with courses to teach. UPDATE: Rudy has revised the posting to list the campus as Lee/Collier. He is checking with Bonnie to see if there was another position submitted for Charlotte/Hendry. If there is no position number, it may not have been budgeted for. The group also discussed the lead faculty position. Myra would like to review the job description.

2. Eileen reported on the progress of the QEP response narratives and QEP document. Kevin Coughlin completed a study leading to updated SLS 1515 enrollment/section projections. The five-year section projections are -46.53% lower than what was originally reported in the QEP document. Kathy will send the new projected enrollment to Gina as well as the budget reported in the original QEP document. Eileen will clarify the wording in the QEP document to show that the budget relates to the initial projections. Kathy noted that there is some wording related to positions that appears on p. 56 of the QEP that will need to be reviewed/revised.

3. Eileen and Myra reported on the rubric standardization session. The session went well. In addition to scoring artifacts from across campuses, the faculty engaged in pair and large group discussion about various facets of the rubric. They recorded qualitative responses to a series of questions about the rubrics. The faculty also engaged in discussions about how the journals were assigned and how critical thinking was being taught. A number of faculty indicated they desired additional training/support to teach critical thinking. Assessment clerks put together a summary of qualitative responses. Eileen sent the summary to all SLS 1515 faculty. Quantitative data and inter-rater correlations will be sent out on Monday. Eileen asked Myra if she could come as a guest to Monday's Community of Practice meeting to review data. Barry Paine will be going over financial aid, but if time remains, Eileen will lead a discussion of the data.

4. Eileen discussed subcommittee progress:

a. Marketing-David Hoffman and Amy Teprovich agreed to co-chair marketing and have already communicated. The TBA FYE Coordinator will eventually assume responsibility of this subcommittee.

b. Training and Development-Rebecca Gubitti agreed to chair. Terri Heck is unable at this time.

c. Standardized Assessment-Freida Miller and Monica Moore have agreed to co-chair and have already begun reviewing Critical Thinking Exams.

e. Curriculum-Elaine Schaeffer and Myra Walters have agreed to co-chair.

f. Peer Architects-Whitney Rhyne and Joseph Kaye have agreed to co-chair. Whitney has already designed advertising seeking peer architects.

g. Orientation/Advising/registration- Tom Rath will chair. He has been in contact with Jeanette to clarify the Cornerstone hold policy for the current term.

h. QEP Assessment-Kevin Coughlin and Eileen DeLuca will co-chair. They will need to work on setting up focus groups and reviewing TK20 and Canvas as possible course management programs to collect rubric data.

i. FYE Programs and Events-Amy Teprovich and Eileen DeLuca will co-chair. A meeting to discuss the partnership was held on Tuesday, March 13.

5. Eileen has communicated with Steve Piscitelli who has indicated he would be available for a two-day workshop on June 28 and 29. He will cover Critical Thinking, Success Strategies, and Understanding the First-Year student. UPDATE: Eileen spoke to Steve Piscitelli on Thursday. He is requesting \$4500 plus travel, lodging, and meal expenses. He shared ideas about how to structure the two-days. He would like to tailor the workshops towards the needs of our faculty based on our student population. Eileen will confirm budget availability and then book space.

6. Eileen shared information about the 32nd annual International Conference on Critical Thinking and Education Reform, Berkeley, CA, July 23-26. She will send out a notice to the QEP Implementation Team, Response Team, and SLS 1515 faculty. There is funding available to send up to five faculty/staff/administrators. She will ask those who attend (and those who have attended in the past) to commit to being part of a cadre who will lead the Critical Thinking Community of Practice sessions in fall 2012.

Minutes submitted by Eileen DeLuca