

Minutes

QEP Implementation Team Meeting

S-250B

March 29, 2012, 1:00-2:00 p.m.

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

1. The group discussed the final drafts of the QEP responses to the SACS COC recommendations ten and eleven. The group is confident that all of the SACS COC concerns have been addressed.
2. Eileen reported on the QEP Assessment subcommittee meeting. The members include Eileen and Kevin (co-chairs), Crystal Revak, Susan Marcy, Amy Trogan and Scott Van Selow. The group had a productive meeting on March 28. The group discussed rubrics and rubric data collection, focus group implementation, random selection of final essays, and the adoption of a Learning Management system. Eileen asked Tom and Kathy to identify dates/times for focus groups on their campuses.
3. Other subcommittees have reported progress. The Marketing subcommittee has a date for the first meeting. Myra sent the Implementation Team the Curriculum subcommittee list as well as information about the first meeting and the group's charge. She and Elaine Schaeffer are working on a survey to receive feedback from current SLS 1515 faculty.
3. Eileen reported that she and Myra met with the textbook representative on Wednesday. The textbook will remain unchanged, but we will no longer package the passport activity and Critical Thinking guide with the book beginning in fall 2012.
4. Eileen reported the FYE Coordinator position for Lee Campus is moving forward and will be posted soon. The budget office is still investigating whether funding is available for a Collier counterpart.
5. The group discussed the summer schedule. Kathy suggested that an information session be held for new faculty. She suggested a meeting/lunch be held on April 9 from 11:00-1:00. Eileen will check with Myra and Freida and other current faculty to see if they are available to provide an introduction to the course. Eileen noted that Duke Dipofi is having trouble finding an instructor for a summer section on Hendry/Glades Campus. She will check in on his progress. Eileen reported that four sections are ready for the HOPE students in summer B on Lee Campus. Pat asked Kathy and Tom to confirm that the designated sections on their campuses are "closed" so that only HOPE students will be enrolled.

Minutes submitted by Eileen DeLuca