

Minutes

QEP Implementation Team Meeting

S-250B

April 5, 2012, 1:00-2:00 p.m.

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

1. Subcommittee reports:

- Marketing: Next week, Myra, Eileen, Amy Teprovič and David Hoffman will meet to review the logo and discuss the possibility of revising the logo based on the current focus of the course.
- Training and Development: Rebecca Gubitti has been involved in discussions with Steve Piscitelli for the summer training. She has had some roadblocks with the TLC due to the elimination of the coordinator position.
- Standardized Assessment Review: Monica Moore and Freida Miller have made progress on ensuring the post-tests are ready for the faculty, sending out guidelines for access, and reviewing a more reader-friendly Critical Thinking Assessment.
- Curriculum: Myra and Elaine Schaeffer are working on a survey to distribute to the faculty teaching SLS 1515 this term. Myra has assembled a committee with widespread representation. She has faculty who have taught the course on the committee as well as those who have not. At the upcoming meeting, Myra hopes to review both the original and updated version of the QEP with the team. Myra and Elaine both believe the course needs to be a “marriage” of academics and student services, and is looking for representation from student services on the committee.
- Peer Architects: Whitney Rhyne has begun recruiting Peer Architects. She has met with key constituents on other campuses to provide support. Tom asked about oversight on the campuses and funding. Eileen hopes that the new FYE Coordinator would be able to support all campuses; each campus would need to have someone to whom the peer architects would directly report. Eileen requested a lab fee be added to SLS 1515 to help fund the peer architect positions. There is also a designated funding in the FYE/Academic Success budget.
- Orientation/Advising/Registration: Tom hopes to meet with the team next week. He wants the team to work through the lived experience of students as they move through orientation and advising. They will also review policies that may need to be clarified in the catalog such as when students who initially enroll in EAP would be required to complete the course, and what happens to students who begin as certificate-seeking and then later become degree-seeking.
- QEP Assessment: The QEP Assessment subcommittee has met twice. They have reviewed the standardized measures and had some questions about using SmarterMeasure as a measure of the achievement of success strategies. They are reviewing other assessments. Myra suggested they talk to the company representatives to review some of the newer studies related to

SmarterMeasure. The team has also set up dates for the focus groups on Lee Campus. They have set a date of Wednesday April 25, one at 1:00 and one at 4:00. SLS 1515 faculty will ask students to sign-up. Crystal Revak, Kevin Coughlin, Amy Trogan and Eileen can serve as focus group leaders. Scott Van Selow and Susan Marcy are available for overflow. Eileen asked Tom and Kathy to set up times on their campuses. Eileen will check with Duke Dipofi on Hendry.

- FYE Programs: The FYE Programs subcommittee will begin meeting after the FYE Coordinator is hired. The main work of this committee (planning fall extracurricular activities) will be over the summer.

2. SLS 1515 Faculty Retreat: Myra and Eileen have been discussing the idea of having an off-campus faculty retreat. Myra knows some restaurants that have a private room. Feedback from the faculty suggests that early evening would work the best for most faculty. Possible dates: May 7 and 8.

3. Marketing materials: Rebecca Gubitti had the idea to get t-shirts for the students. Eileen suggested also getting t-shirts for the faculty. The group discussed other ideas to honor the inaugural faculty. Pat suggested buying a “brick” in their name. Eileen will check with the foundation. Also the idea was suggested that we take professional photo with each faculty. Eileen will check with Abbey.

Minutes submitted by Eileen DeLuca