

Minutes

QEP Implementation Team Meeting

S-250B

April 19, 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:

- Curriculum: Myra reported that 13 out of the 14 faculty had responded to the curriculum survey. She will share final responses once 100% have reported. Some of the trends: Most of the faculty felt the assignments were well-aligned to the student learning outcomes. The passport activity may need to be revised and made specific to campuses. Most faculty felt that the two common course rubrics correctly assessed the student learning outcomes. Faculty felt that the most valuable resource was the textbook, with the Critical Thinking mini-text and passport assignment being less useful. This informs the decision to not package these items with the textbook going forward. About 70% of faculty felt that the number of assignments were manageable, though class size needs to be considered in terms of how this may affect manageability going forward.
- Marketing: The Marketing committee has met and is already generating ideas. They are hoping to film students and teachers in the classes and get testimonials. Eileen has sent out a message to the faculty asking for volunteers. Kathy reminded the group that we will need to make sure that the QEP is on the Convocation agenda.
- Training and Development: Rebecca Gubitti met with the SLS 1515 faculty to begin generating ideas for revision of the training modules.
- 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.
- Peer Architects: Whitney Rhyne has begun recruiting Peer Architects. She has met with key constituents on other campuses to provide support. She has eight students who have been informed that they will be hired for Lee Campus.
- Orientation/Advising/Registration: Tom plans to meet with the team next week.
- QEP Assessment: The QEP Assessment subcommittee has met three times. They have set a date of Wednesday April 25 for the student focus groups, one at 1:00 and one at 4:00. Lee Campus faculty have been asked to submit names of students who will participate to Eileen by Friday, April 20. Subcommittee members will serve as focus group leaders. Hendry/Glades held a focus group on April 18. Charlotte focus groups are occurring on April 19. Collier is hosting a focus group on April 23.

2. SLS 1515 Faculty Retreat: It has been difficult to find a common time that accommodates all schedules. Myra emphasized that the event needs to be accessible for people on all campuses. Amanda Romero will contact the faculty next week to try to determine a date that works for the majority.

3. Eileen talked to the Foundation about the "Brick" idea. The cost for the public is \$125 per brick. The brick would support two lines of text. There is a space designated on each campus for the bricks. Anyone whose name appears on a brick would be given a mini "brick" gift with an ESC 50th anniversary logo. Barbara Wells is checking if we could get a discounted rate due to this being an "internal purchase." Eileen will also need to check with the budget office about how to "fund" this. The QEP Implementation Team agreed that this would be an appropriate gift for the inaugural faculty.

4. Kathy suggested that we need to get more representation on the QEP Implementation Team and perhaps one person from each discipline. Eileen spoke to the Deans on April 18 about leading by example and participating on the subcommittees. She will speak with the discipline chairs on April 20 to discuss the evolution of QEP learning objectives, the assessment plan, and to encourage them to participate on the subcommittees.

5. The group discussed the staffing process for the inaugural faculty and how the process needs to be revised going forward. Some considerations:

- Faculty who are trained and willing
- FT/Adjunct ratio
- Bringing in student services and academic support faculty
- Prioritizing faculty who have taught the course or led subcommittees

6. Myra brought forward a concern about some of the presentations that had been made in classes by student services personnel. She suggested that we may want to provide training or support for staff who wish to lead these presentations. Eileen also suggested that the Student Services Community of Practice which should begin in fall 2012 may be a venue for sharing ideas and training.

Minutes submitted by Eileen DeLuca