

Minutes

Regional Department Meeting
Department of Developmental Studies
Friday, September 14, 2012
1:00 p.m., I 122

In Attendance:

Cynthia Baker, Jennifer Barreto, Karen Buonocore, Wanda Day, Eileen DeLuca, Sabine Eggleston, Jennifer Grove, Rebecca Gubitti, Bert Lawrence, Melanie LeMaster, Karen Maguire, Jaime Marecz, Tom Mohundro, Pat Newell, Robert Olancin, Joseph Roles, Candace Rosene, Caroline Seefchak, Troy Tucker, Cathy Vache

Not Present:

Renee Hester, Violeta Rotonda, Terry Zamor

I. Welcome

Success and Accomplishments: Dr. Grove – finally got course mastery tests out to all faculty, and Professor Roles met with his Monday night class. Professor Cathy Vache noted that she used Steve Piscatelli's magic carpet ride activity. Dr. Deluca shared that Dr. Seefchak was ranked sixth in the nation in quality university professors on Ratemyprofessor.com. Dr. Seefchak noted that the award could have gone to any of the high quality faculty teaching in our department.

II. Professional Organizations

NADE, League for Innovation, NISOD, NRC, AACC, NCTE

New faculty will be included in our institutional NADE membership. Faculty are encouraged to please read your professional journals to stay up with the literature. It was noted that the best chance at going to the conferences is to present at them – faculty are highly encouraged to do so. Presentations at conferences go on your resume along with publications

Question: Is there money to pay for faculty to attend webinars? Yes

III. Spring Schedule

An e-mail went out explaining process for the spring schedules for Lee Campus. See attached document. The schedule has to be rebuilt, and we have to find classrooms to replace those in Building G which were used last year and are now offline.

Question: Are there any guidelines for schedules? We need to find rooms, computer classrooms need to be scheduled, we now have A and B terms. Start by seniority for base load. Are there going to be MWF classes? Just discussed – they are asking to stick to M & W only classes must be after 12. Dr. DeLuca did ask to consider that some developmental courses run two day a week. If we could find rooms for math only, then we will offer two day a week classes before 12. We have to look at each campus individually. They start on the hour or the half hour. Memo should be sent out soon. The reason there is not teaching on Friday afternoons is because of committee meetings.

IV. Professional Evaluation deadlines

This is a reminder of the deadlines. Please make an appointment with Dr. Deluca on Lee Campus and see your respective Dean on other campuses.

V. Attendance Verification

Financial aid will release the money for each student's classes once he or she has been verified as having attended that class. The student gets the money by course. Faculty were not sure what date was put in as long as a date is put in. They just want to know that the student showed up once. For next semester, each faculty member is advised to use the best practice to verify them as you see them. The online worksheet stays open, so faculty no longer have to wait until the last day to verify attendance.

VI. SACS Core Requirement 2.8

Department chairs were asked to respond to SACS 2.8. by writing several paragraphs. Please review and respond to the document to Dr. Seefchak. It is a document that comes from the entire department, so please contribute. See attached document. Dr. Seefchak will send a reminder to faculty next week.

VII. College Prep Centers

Monica Moore was going to speak, but the lab is short-staffed today. Here on Lee Campus they are in the process of hiring someone on the EAP, writing, and reading side. Thank you to faculty for bringing students to the orientations.

VIII. Classroom conduct/discipline issues

Dr. DeLuca addressed this and asked the faculty how she can better support us. Faculty – FGCU has started accepting conditional students so we have them now. If they are in our class, they are under Edison State College. How do you know they are FGCU students? They self identify. Faculty question: A class with a mother and daughter, mother

hangs around while daughter is speaking with professor. FERPA law still applies. See attached document. Faculty thanks administration for support.

IX. Early Alert System

Whitney Rhyne, Coordinator of First Year Experience – Thank you for using the early alert system. The Early Alert system has recently expanded alert to help handle the situations – advising, adaptive service. It is done by committee to discuss best practices. They want to provide faster feedback. You may have different people responding to early alerts, from whatever department can best meet the individual needs of the student. People responding have gone through early alert training. Faculty should expect to see improvement in the process.

Faculty Question – Can you be locked out of dorm? Whitney explained that she does not know lock out process. Question – Is Early Alert what is used instead of counseling? No, it is for the purpose of finding support for students who need it. There is a counselor that is on contact from SWFAS. There is a person is on every campus. If the early alert indicates counseling then they would direct it to the right person.

Question: If we send an early alert from Collier, does it stay in Collier? There is a group on Collier that will handle the situation. Common themes – alert alerts? Excessive absences, not handing in assignments, failing tests, coming to class late. On student planners are the student responsibilities. On Collier we asked the orientation leaders to go over responsibilities. Where do you go when a student has a learning disability who does not self identify? Ask the student if they had services in high school or send them to adaptive services. Who will be the adaptive services coordinator? Amy Teporvich is the contact.

X. QEP Update

Dr. Eileen DeLuca – Knowledge of the QEP is important. There is a webpage that contains updated information. www.edison.edu/cornerstone. There is a tab for developmental studies – please show to students all the FYE events. There are some live feeds. All the flyers are there for upcoming events. Off campus events. All of this work is done by Whitney Rhyne. This website is a great resource for the students. It is a great way to get them involved. There are great photos as well. Direct students to the calendar of events to see all campuses. Next year Collier is slotted to get a FYE coordinator. That does not mean all campuses should not have events. They will be coming. Faculty are welcome to attend events. We want faculty to attend. There were a lot of workshops to get certified in teaching cornerstone over the summer, but now there are not videos. There are some scheduled for teleconferencing. Dr. Gubitti is in charge of professional development for the

QEP. On Dec 12 and 13 there will be a mini-conference to do all ten modules for certification. You can always teleconference in to the workshops. Trainers are trying to get to all campuses. Videos were not up to high quality. There was a decision to take the videos down. Discussions are in the process to make the modules that are structured for video online. We are hoping to have last department meeting that week. Send students to Q-127 for help. The lead faculty's office is there. Getting lots of contacts. There are all kinds of social media – Facebook, twitter, blogs, and Pinterest. Pinterest is a site used by a lot of educators. You can pin things to a pin board. Every week there is a weekly recap sent to all the social media outlets. These are Lee Specific events. Please raise the concern that we would like everything to be region wide. Communication is increasing. Subcommittees – on the website if you go under QEP, you can see the committees to join. The chairs are listed with their emails, along with meeting days and times. We need faculty input on the early alert committee. If you are interested in participating in any of the QEP subcommittees, please email the chair of the subcommittee in which you are interested. If anyone is interested in doing some of the presentations, please see Dr. Gubitti, especially if you want to do some presentations or have ideas for more workshops.

XI. Process for alternative completions of classes

The topic of getting developmental students through the developmental course sequence in a timely manner has come up in the Florida Division of Colleges. When you read the research, the information about developmental students, a problem with retention is often the length of the process. At Edison, we are experimenting with different modalities. There were different ways of allowing students complete courses. It was loosely help guidelines by different disciplines. At the Connections Conference, they originally said not to offer alternative completions, but last year, the Division of Florida Colleges did a complete turn-around and recommended alternative completions.. Last year it affected 5-6 students. Dean needed to be alerted, filled out a form, with documented reasons. We are, by legislation, allowed to do this. Then last summer, colleges got the information that we are no longer tied to use exit exams we are determining course mastery by our own standards. We have the process, what faculty is charged with, is what are the requirements to put a student through the process. At the end of this process they are required to take the mastery exam. This happens sometimes; the student is misplaced or only needs a few skills. We want it to be a simple process. This has to be discussed within the discipline. Connections Conference should be in Spring. If a student tests into one developmental course, he or she should have the course started before completing 12 semester hours.

XII. Assessments

Dr. Seefchak noted that his department has worked very hard and most of the organization for our course assessments is completed. Within each of the courses – there is a common course assessment – the data is tracked across the region. In lower level developmental there are comprehensive final exams in upper levels there is a comprehensive mastery exam. CCA are graded through the use of rubrics. There is a lot of talk of assessment. This department is on the right track. We have our basic assessments.

XIII. SENSE Survey reminder

These are going on right now. Most are doing next week. Please visit the website. It is worth seeing what the students are being asked. There are some interesting questions on the survey.

XIV. Anything else

WEPA – the WEPA is going away in the H-building. They are having trouble with the company. Expectations were not being met. They are piloting in another area. A notice was put out to the people in the Lab; the lab on Lee campus will still allow students in prep courses to print until more information comes. Dr. Grove – got an email from someone about printing. The email was sent to everyone – we are to ignore – not for faculty on Lee Campus. Use your discretion.

Discussing departmental goals – student assessment committee. One thing they want every department to look out is our mission statement and program outcomes. Look at our learning outcomes making sure they align with the program outcomes. We are ahead of most, but visit in your discipline areas. We have to demonstrate achievement of our goals.

XV. Discipline Break Outs

Mathematics – I 122 (with Polycom)

EAP – I 123

Reading – H 223

English – H 201

Next meetings - Friday, October 12, and Friday, November 9, 2012

Minutes taken by Professor Jaime Marez

Submitted by Dr. Caroline Seefchak, Chair, Developmental Studies

September 14, 2012



DEPARTMENT OF DEVELOPMENTAL STUDIES

09-14-2012

Dr. Eileen Deluca	Eileen Deluca
Dr. Caroline Seefchak	Caroline Seefchak
Cynthia Baker	Cynthia Baker
Jennifer Barretto Barreto	Jennifer Barreto
Karen Buonocore	Karen Buonocore
Wanda Day	Wanda Day
Sabine Eggleston	Sabine Eggleston
Dr. Jennifer Grove	Jennifer Grove
Dr. Rebecca Gubitti	Dr. Rebecca Gubitti
Renee Hester	
Bert Lawrence	Bert Lawrence
Melanie LeMaster	Melanie LeMaster
Karen McGuire Maguire	Karen Maguire
Jaime Marecz	Jaime Marecz
Tom Mohundro	Tom Mohundro
Pat Newell	Pat Newell
Robert Olancin	Robert Olancin
Joseph Roles	Joe Roles
Candace Rosene	Candace Rosene
Violeta Rotonda	
Troy Tucker	Troy Tucker
Cathy Vache	Cathy Vache
Terry Zamor	



DIVISION OF COLLEGE AND CAREER READINESS
DEPARTMENT OF DEVELOPMENTAL STUDIES

AGENDA

Department Meeting
Friday, September 14, 2012
1:00 p.m., I 122

- I. Welcome
 - Success and Accomplishments
- II. Professional Organizations
- III. Spring Schedule
- IV. Professional Evaluation deadlines
- V. Attendance Verification
- VI. SACS Core Requirement 2.8
- VII. College Prep Centers – *Monica Moore*
- VIII. Classroom conduct/discipline issues
- IX. Early Alert System – *Whitney Rhyne*
- X. QEP Update – *Dr. Eileen DeLuca*
- XI. Process for alternative completions
- XII. Assessments
- XIII. SENSE Survey reminder
- XIV. Anything else
- XV. Discipline Break Outs
 - Mathematics – I 122 (with Polycom)
 - EAP – I 123
 - Reading – H 223
 - English – H 201

Next meeting - Friday, November 9, 2012

Department of Developmental Studies

SACS Core Requirement 2.8

SACS 2.8

The number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of its academic programs.

At Edison State College, the Department of Developmental Studies is currently comprised of twenty-two full-time faculty members and approximately 42 adjunct faculty members. To make certain that all faculty support the mission of Edison State College and to ensure the quality and integrity of all academic programs within the Developmental Studies Department, a number of procedures and protocols are in place.

Decisions regarding curriculum and assessment are made by all faculty, full-time as well as adjunct, across the region. The Department Chair reviews all course syllabi, region-wide to assure consistency and to assure that syllabi are aligned with Florida's Developmental Course Competencies. Meetings to create common course assessments, final exams, and course mastery exams include all faculty. Students in each of the upper level developmental courses must take a pass standardized course mastery exams, administered by all faculty. Common course assessments and final exams are standardized, as well, and are uniformly administered by all faculty. Data is collected and tracked each semester. A rubric used for upper level developmental writing was recently tested for inter-rater reliability, was critiqued, and was standardized by a faculty team from across the region that included an adjunct member. That rubric, as well as all departmental rubrics, are used by all faculty in all classes in the department.

The Department Chair issues weekly communication to all full-time and adjunct faculty, giving timely information and reminders about the department assessments, curricula, and events.

Developmental Studies faculty meet regularly, and individual disciplines within the department meet more frequently. Adjunct faculty are invited to attend all meetings, but separate evening meetings are held an average of three times each semester at times convenient for adjunct faculty members. These meetings are attended by full-time faculty to ensure collaboration and support. In addition, the Department Chair and/or the Division Dean travel to the two campuses and one center in the region to meet with and to support faculty there. Communities of Practice, informally structured meetings held one to two times a month in each discipline, often include cross sections of adjunct and full-time faculty, as do many of the professional development opportunities offered by the college.

Achievement data are reviewed by the Division Dean and are discussed with all faculty at regional meetings. Copies of data presentations are made available to all faculty, full-time and adjunct, in the Department's folder on the Document Manager.

From: [Eileen DeLuca](#)
To: [Eileen DeLuca](#); [Jaime Marecz](#); [Martin Tawil](#); [Rebecca L. Gubitti](#); [Bertram Lawrence \(bglawrence@edison.edu\)](#); [Candace Rosene](#); [Caroline Seefchak](#); [Catherine Vache](#); [Jaime Marecz](#); [Jennifer Grove](#); [Joseph Roles \(jroles@edison.edu\)](#); [Karen Buonocore](#); [Melanie Lemaster \(mlemaster@edison.edu\)](#); [Rebecca L. Gubitti](#); [Susan R. Hester](#); [Sabine Eggleston](#); [Terry Zamor](#); [William Troy Tucker](#); [Violeta Rotonda \(vrotonda@edison.edu\)](#); [Candace Rosene](#)
Subject: Spring Schedule
Date: Wednesday, September 12, 2012 10:23:47 PM

Greetings Division of College and Career Readiness faculty,

The spring schedule "rolled" this week. Please note that the Developmental Studies schedule has to be rebuilt due to a variety of issues:

- Enrollment patterns have changed
- Many of the classrooms we used last fall are now offline
- We are offering some sections of MAT 0028 in an alternative format which includes finding dedicated lab space
- We are offering A/B term sections

The factors above mean that the Developmental Studies schedule is not "up and ready to go" as it is in some other departments. Without offering unnecessary detail, rebuilding a schedule (and searching for rooms) is a time-consuming process. Please keep in mind that we have a temporary staff assistant who is being trained in the process as we speak.

Beginning this week and into next, Sherolyn will be working on rebuilding the schedule in Banner based on my direction and with input from Dr. Seefchak. During next week, Sherolyn will begin calling faculty in order of seniority to choose schedules. Faculty will choose their base load before choosing overloads (where available and applicable). We will try to accommodate your preferences if possible, but there are myriad of factors that go into the time and place sections are scheduled.

If you are considering accepting an overload in another department, you must notify me in writing of the intention. As a courtesy, any Dean considering offering overloads to you would need to seek my endorsement. In addition, your base load must be established first before you would be able to commit to any sections in another department. As of this evening I have not received any requests from other Deans nor have I been alerted as to any intentions, therefore I am assuming that no one has committed to teaching sections in other departments.

Thank you for your patience as we move through this process.

Sincerely,
Eileen



Department of Developmental Studies

Scheduled Faculty Meetings – Fall 2012

Meeting	Date	Time	Venue
Collier Faculty/Adjunct	Thursday, August 16	6:45 – 8:00 p.m.	Collier J 103-J 104
Hendry Faculty/Adjunct	Thursday, August 16	6:00 – 8:00 p.m.	Hendry A 119
All Campuses Faculty	Tuesday, August 21	1:30 – 4:30 p.m.	Lee H 221
Lee Faculty/Adjunct	Tuesday, August 21	5:30 – 7:30 p.m.	Lee H 221
Charlotte Faculty/Adjunct	Wednesday, August 22	5:00 – 7:00 p.m.	Charlotte D 108
All Campuses Faculty	Friday, September 14	1:00 – 2:00 p.m.	Lee I 122 (TLC)
Discipline Area Specific	Friday, September 14	2:00-3:00 p.m.	Lee I 122 (TLC)
All Campuses Faculty	Friday, October 12	1:00 – 2:00 p.m.	Lee I 122 (TLC)
Discipline Area Specific	Friday, October 12	2:00-3:00 p.m.	Lee I 122 (TLC)
Lee Faculty/Adjunct	Tuesday, October 16	4:30 – 5:30 p.m.	Lee H 223
All Campuses Faculty	Friday, November 9	1:00 – 2:00 p.m.	Lee I 122 (TLC)
Discipline Area Specific	Friday, November 9	2:00-3:00 p.m.	Lee I 122 (TLC)
Lee Faculty/Adjunct	Monday, November 19	4:30- 5:30 p.m.	Lee H 223
Faculty and Staff	TBA - December	TBA	Lee H 200

Division of College and Career Readiness
Department of
Developmental Studies



EDISON STATE
COLLEGE

Regional Department Meeting
September 14, 2012

Welcome



Successes and Accomplishments



Professional Organizations



National Center for
Developmental Education



Spring Schedule



Edison State College Learning Assistance Schedule by Department for Term 201320

Printed on 9/13/2012 at 2:24:49AM

Dept	CRN	SUBJ	Course	Sect	Course Title	Enrl	Max	Closed/Cancl'd	Bldg	Room	Days	Time	Term	Instructor
Lee Campus														
Division: ASCP														
DMAT	23928	MAT	0018	101	DEVELOPMATHEMATICS I	0	27		O	204	MTWR..	0800-0850	1	
DMAT	23929	MAT	0018	102	DEVELOPMATHEMATICS I	0	25		N	202	MTWR..	0800-0850	1	
DMAT	23930	MAT	0018	103	DEVELOPMATHEMATICS I	0	27		Q	221	MTWR..	0900-0950	1	
DMAT	23931	MAT	0018	104	DEVELOPMATHEMATICS I	0	23		N	203	MTWR..	0900-0950	1	
DMAT	23932	MAT	0018	105	DEVELOPMATHEMATICS I	0	25		H	221	MTWR..	1000-1050	1	
DMAT	23933	MAT	0018	106	DEVELOPMATHEMATICS I	0	27		N	204	MTWR..	1000-1050	1	
DMAT	23935	MAT	0018	107	DEVELOPMATHEMATICS I	0	25		H	221	MTWR..	1100-1150	1	
DMAT	23936	MAT	0018	108	DEVELOPMATHEMATICS I	0	27		Q	221	MTWR..	1100-1150	1	
DMAT	23937	MAT	0018	109	DEVELOPMATHEMATICS I	0	24			TBA		1	
DMAT	23938	MAT	0018	110	DEVELOPMATHEMATICS I	0	24			TBA		1	
DMAT	23939	MAT	0018	111	DEVELOPMATHEMATICS I	0	0	CANCELED	TBA		MTWR..	1300-1350	1	
DMAT	23940	MAT	0018	112	DEVELOPMATHEMATICS I	0	0	CANCELED	TBA		MTWR..	1400-1450	1	
DMAT	23941	MAT	0018	113	DEVELOPMATHEMATICS I	0	27		H	221	MTWR..	1400-1450	1	
DMAT	23942	MAT	0018	114	DEVELOPMATHEMATICS I	0	0	CANCELED	TBA		MTWR..	1500-1550	1	
DMAT	23943	MAT	0018	115	DEVELOPMATHEMATICS I	0	25			TBA		1	
DMAT	23944	MAT	0018	116	DEVELOPMATHEMATICS I	0	25			TBA		1	
DMAT	23945	MAT	0018	117	DEVELOPMATHEMATICS I	0	25			TBA		1	
DMAT	23946	MAT	0018	118	DEVELOPMATHEMATICS I	0	25			TBA		1	
DMAT	23947	MAT	0018	119	DEVELOPMATHEMATICS I	0	25		AA	216	.TR..	1930-2110	1	
DMAT	23975	MAT	0018	120	DEVELOPMATHEMATICS I	0	25		O	201	M.....	1730-2100	1	
DMAT	23976	MAT	0018	121	DEVELOPMATHEMATICS I	0	25		N	205	.T....	1730-2100	1	
DMAT	23977	MAT	0018	122	DEVELOPMATHEMATICS I	0	25		N	106	..W...	1730-2100	1	
DMAT	23978	MAT	0018	123	DEVELOPMATHEMATICS I	0	28			TBA		1	
DMAT	23948	MAT	0028	101	DEVELOPMATHEMATICS II	0	30		H	221	MTWR..	0800-0850	1	
DMAT	23949	MAT	0028	102	DEVELOPMATHEMATICS II	0	30		O	203	MTWR..	0800-0850	1	
DMAT	23950	MAT	0028	103	DEVELOPMATHEMATICS II	0	30			TBA		1	
DMAT	23951	MAT	0028	104	DEVELOPMATHEMATICS II	0	30		H	221	MTWR..	0900-0950	1	
DMAT	23952	MAT	0028	105	DEVELOPMATHEMATICS II	0	27		N	202	MTWR..	0900-0950	1	
DMAT	23953	MAT	0028	106	DEVELOPMATHEMATICS II	0	25			TBA		1	
DMAT	23954	MAT	0028	107	DEVELOPMATHEMATICS II	0	30			TBA		1	
DMAT	23955	MAT	0028	108	DEVELOPMATHEMATICS II	0	25			TBA		1	

Attendance Verification


Edison State College

MYEDISONSTATE PORTAL

Back to
Faculty Academics Tab

Personal Information **Faculty Services** Employee Online Forms

Edison State College System Faculty Attendance Verification Worksheet

 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).

- Please enter the date the student last attended in the following format 08/31/2012
- If the student never attended leave the date field blank.
- Please remember to press "Submit" at the bottom of the page to save your changes.

Course Information
DEVELOP WRITING I - ENC 0015 111

CRN:	14876
Students Registered:	15

SACS 2.8

Core Requirement 2.8

The number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of its academic programs.

College Prep Centers



Classroom Conduct / Discipline Issues



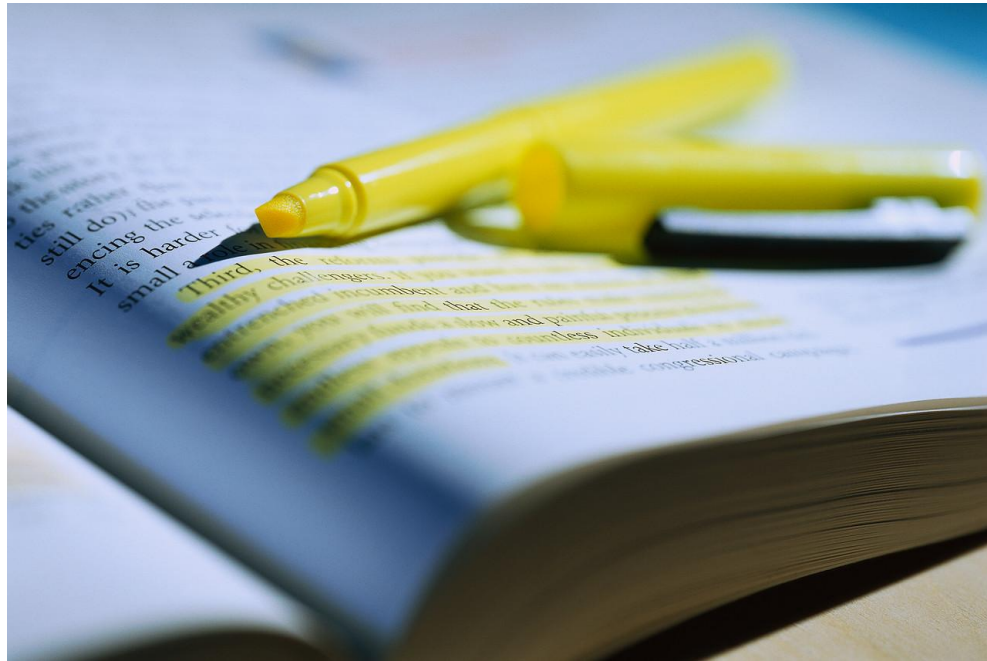
Early Alert System



The QEP



Process for Alternative Course Completions



Department Assessments



Anything Else



STUFF

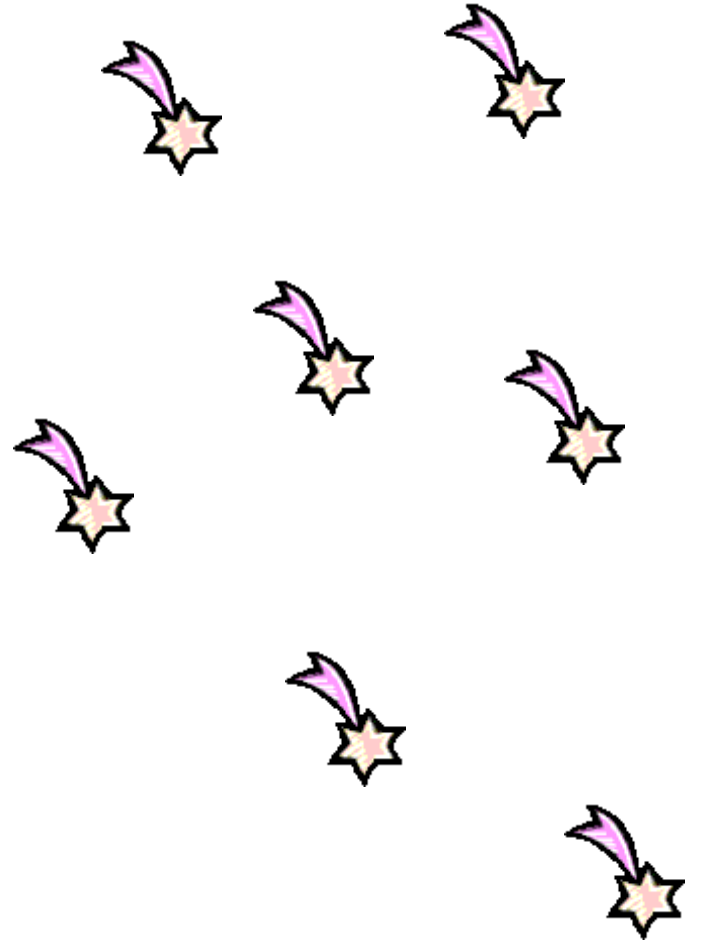
Next Meeting

Friday, October 12, 2012

1:00 p.m.

I 122

Lee Campus



Discipline Break Out Sessions

Math – 122 – *with Polycom*

EAP – I 123

Reading – H 223

English – H 201

Thank you!



EDISON STATE
COLLEGE

Eileen DeLuca, Ph.D.

Dean, College and Career Readiness

Caroline Seefchak, Ph.D.

Chair, Developmental Studies