

Minutes

QEP Implementation Team Meeting

S-262D

December 10, 2013, 1:00-2:00 p.m.

Eileen DeLuca	Present	Martin Tawil	Present
Kathy Clark	Present	Whitney Rhyne	Present
Tom Rath	Present	Laura Antczak	Absent
Duke Dipofi	Absent	Cindy Lewis	Absent
Denis Wright	Absent		

1. Staffing Process Update:

- a. The Staffing Process that was approved by the QEP Advisory Committee was posted to the Faculty Resource Page on the QEP Website. Check out:
<http://www.edison.edu/fye/facultyresources>
<http://www.edison.edu/assets/pdf/fye/QEP-Faculty-Selection-Process.pdf>
- b. An e-mail address has been established Cornerstone@edison.edu for staffing communications. An automatic reply has been set up to alert to correspondents to the staffing process.
- c. Eileen will share the request process with the faculty at the first faculty meeting in the spring. Eileen will also share process with academic deans.
- d. The Team discussed ways to further support new faculty. Staff with little or no teaching experience may benefit from “shadowing” a faculty member and observing their classes for a semester before teaching.

2. Spring Schedule

- a. Enrollment:
 - i. Charlotte: 4 sections are filling.
 - ii. Collier: 10 sections remain open. A couple of the sections still have low enrollment.
 - iii. Hendry/Glades: 2 sections are filling.
 - iv. Lee: 20 sections. A few sections still have low enrollment.
- b. Laura, Whitney, and Catherine Bergeson collaborated on a letter to students who have the Cornerstone Hold, but who are have completed or enrolled in 15 or more credits. There has been some response to the communication.

3. Subcommittee reports:

- a. Curriculum: Martin reported that two assignment guidelines were updated. Journal Topic #4 was revised to allow student to review all five General Education competencies and choose two to analyze. The GPS assignment

was updated to add in a workshop requirement. The implementation team gave suggestions for future revisions to the GPS assignment:

- i. Use all number symbols or all number words for consistency.
- ii. Add language to make it clear that students can attend more than two workshop and visit more than one academic support center as part of the remaining six “resources” named in item #4.

The syllabus was updated and posted to the document manager. The Canvas page has been updated and is ready to be imported. Sherolyn has enabled all SLS 1515 sections for Canvas.

- b. Assessment: Eileen reported that focus groups were held on all Campuses: One on Collier, Charlotte and H/G and three on Lee.
 - c. Training and Development
 - i. The December 11, 12, and 13 Mini-conference has moderate registrations (15-20 per session).
 - ii. FYE Conference: Kathy and Eileen’s proposal for a workshop titled, “Engendering Faculty Support for a Successful First-Year Experience Program” was accepted. Kathy, Eileen, Martin, Whitney, and Kelly Newhouse will attend conference.
 - d. FYE Programs and Marketing: Whitney reported that SLS 1515 students spent over 1,300 hours attending FYE events and that the FYE office on Lee campus had 2314 sign-in’s, students also volunteered over 600 hours through Service Saturday events. The marketing committee has developed a few ideas to update the new Cornerstone Experience logo to match the upcoming college new and color change. The ideas have been sent to Studio Edison State to create a few new designs that the committee will review during the spring semester.
 - e. Early Alert: Whitney shared that college wide we received 622 early alerts during the Fall semester. 460 between Lee campus and EOL, 92 from Collier campus, and 70 from Charlotte campus. Those alerts were submitted by 150 different professors for 73 different courses. 63.7% of those students who were alerts have completed 29 or fewer credit hours. 66.74% of alerted students are traditional aged students (24 and younger). The majority of alerts were sent for 1000 level courses making up 56.88% of the alerts received.
4. Spring Meeting Schedules: Eileen polled the group about spring meeting times. Invitations will be sent for spring meetings.

5. New Subcommittee for spring, "Peer Architects": Based on feedback from faculty, a "Peer Architect" subcommittee will be formed for spring. Eileen would like to see the committee chaired by someone outside of the current Implementation Team. It was suggested that the committee be co-chaired. The group discussed funding Peer Architects. For 2014-2015, \$44,800 is scheduled in the budget. The SLS 1515 course fees are also available for funding. Peer Architect hours may be limited outside of hours scheduled to attend class. Eileen and Whitney will meet with administrators in the School of Education to explore offering School of Education students service hours for participating as a Peer Architect. Nursing students may also need to complete service hours. Whitney also suggested a partnership with the Presidential Scholars program.

Minutes submitted by Eileen DeLuca