

## MINUTES

QEP Training and Development Committee

Thursday, January 31, 2013

3:00 p.m. to 4:00 p.m.

I 122

Attendees: Dr. Eileen DeLuca, Dr. Tom Rath, Dr. Christy Gilfert, Myra Walters,  
Dr. Kevin Kennedy, David Hoffman, Rudy Moreira, Scott Vanselow,  
Janice Esdale, Dr. Rebecca Gubitti

**Action Item: Please provide names for suggested speaker(s) for this summer's  
Critical Thinking/Understanding the First-Year Student Conference offered at  
Edison State College – Send names to Dr. Rebecca Gubitti or Dr. Eileen DeLuca.**

- I. Spring Schedule for TLC workshops / Related Discussions
  - a. Workshops running well, additional workshops have been added and advertised, new automated log-in system working with follow up electronic workshop surveys.
  - b. Rudy is caught up to January 2, 2013 for issuing certificates for workshop attendees; he plans to get as much done as possible before faculty portfolios are due Feb 2, 2013; faculty are encouraged to put a narrative in their portfolios regarding their completion of modules and Rudy can send an email of completion for verification if requested
  - c. A “certificate of completion” for all 10 QEP modules will be generated in the future and given to those who have completed the series.
  - d. Rudy’s goal is to set up a “course” in Banner in which all faculty and staff would be enrolled. He hopes that this course would allow participants to track their own train completion.
- II. Additional TLC speakers for QEP modules / Related Discussions
  - a. Rudy has already scheduled several new presenters this semester for the QEP 10-modules and continues to recruit new faculty and staff to present.

- b. Dr. Christy Gilfert volunteered to present on two modules: Introduction to College Services and Understanding the First Year Student.
- c. Suggestion was made that perhaps the QEP marketing committee could get involved in recruiting new presenters; Dr. DeLuca suggested that this type of marketing go through Whitney Rhyne in her role as the FYE Coordinator and provide information in the weekly newsletter that she sends out campus wide. Rudy will continue to lead the communication about training.
- d. The current 10-modules will continue to evolve and be tweaked as additional feedback is provided through faculty, staff and also the current SLS instructors on what they see in the class working and not working – how can the modules incorporate this insight.
- e. Handouts for the presentations are being received by the other campuses; Rudy will work on creating a centralized place where the handouts could be stored electronically and all faculty and staff would have access; discussion of some type of software “Join Me” where presenters would be able to put their presentation on video for the other campuses at the touch of a button (this is still in the discussion only phase – any additional ideas would be greatly appreciated)
- f. Whitney Rhyne is doing a great job of providing training to the Peer Architects for the SLS1515 classes and the discussion was had on allowing the Peer Architects to attend the QEP modules offered in the TLC in addition to her training program; training will remain with Ms. Rhyne for now.

### III. Trained Faculty and Staff Update

- a. 558 faculty and staff have completed at least 1 QEP module (this includes full time and part time employees)
- b. 75 faculty have completed all 10 modules and are eligible to teach SLS1515
- c. 41 staff and administration have the 5 required modules as outlined in the QEP report (Figure 16. Matrix of Cornerstone Experience Training Requirement)
- d. There is currently a pool of those wanting to teach the SLS 1515 Cornerstone Experience course; however, enrollment numbers are not allowing enough sections to be opened and therefore scheduling is limited.

- e. Further discussion needs to be held on what “process” to put in place for those wanting to teach the course; how to get faculty/staff from all disciplines; this discussion also includes whether the SLS 1515 class could be counted in a base load or only as an overload; the Advisory committee is working on these issues, along with the Deans discussions, and should have some direction by Fall 2013.
- f. Reminder that Fall 2013 enrollment for the SLS 1515 course changes from students in 2 or more developmental classes to students in ANY # of developmental classes; another change in Fall 2013 will be students must receive a “C” or better for a course grade in SLS 1515.

#### IV. Review Workshop Evaluations Update

- a. The committee reviewed workshop evaluation data. All workshops have had positive feedback.
- b. Rudy is working on constructing outcomes, but his preliminary data shows an 80% satisfaction / agreed response to the workshops being effective.
- c. For those workshops being evaluated as not effective – additional data needs to be reviewed regarding the “content” of the modules and not instructor specific.
- d. Continued request for additional Times / Days (including Friday) for the modules to be offered.
- e. The Critical Thinking evaluations were slightly lower than others. The committee agreed the current Critical Thinking module needs to be reevaluated and redesigned; discussion held on breaking the Critical Thinking module into two different parts: 1. Research/Lecture – theory module; 2. Hand-on/ Applications in the classroom. The committee also discussed implementing a “Critical Thinking” group (like C.A.T. Group that was held previously in the TLC). This would be a professional development opportunity where a small group would meet once a month for one semester. They would try out Critical Thinking activities in their classes, and share what worked and what they would change. The groups would have limited enrollment, and participants could receive some sort of Critical Thinking material (book or software with classroom-friendly activities) as an incentive for joining. Goal to implement: Fall 2013.

- V. QEP Professional Development Funding / Budget Information
  - a. The QEP budget has funds to send 2-3 faculty/staff to the First Year Experience Conference and a Critical Thinking conference each year. Attendees are expected to lead Cornerstone and/or other TLC trainings upon return from the conference.
  - b. Further discussion needs to be held on how to select those that will attend these conferences and any follow up requirements determined.
  - c. Dr. Rath suggested that an adjunct faculty be permitted to attend these conferences and that part of the follow up requirement would be for that person to present at the adjunct conference.
- VI. Summer Training / Consultant
  - a. Committee needs to make decision on what outside consultant/speaker to bring in for the Summer Training; QEP already has funds set aside for this event; previous speakers were discussed (S. Piscitelli, G. Nositch, Mary S. Hunter) however all agreed that a “new” speaker would be preferred over a repeat performer; David Hoffman suggested the Georgia instructor Ron Clark; additional suggestions would be appreciated so further discussion can be held and a decision made quickly – (please send your suggestions to Dr. Rebecca Gubitti or Dr. Eileen DeLuca).
- VII. Spring Mini Conference Update
  - a. No need to have all 10 modules presented at the Spring mini conference since the pool of eligible faculty/staff to teach is substantial.
  - b. Suggestion made to have only the 5 required modules offered and incorporate this with the guest speaker’s visit in the Summer.
- VIII. Review Training Completers Surveys
  - a. Results of Spring 2012 and Summer 2012 showed positive results.
  - b. Fall 2012 results already showing additional improvement – this suggests that the trainings are improving and becoming more relevant which is the goal.

Minutes submitted by R. Gubitti, 02-01-2013