

MINUTES

All Campuses Department Meeting
 Department of Developmental Studies
 In the Division of College and Career Readiness
 Monday, January 7, 2013, 2:00 p.m., H 221

Attendance

Dr. Eileen Deluca, Dean, College and Career Readiness	present	S. Renee Hester, Professor, Developmental Reading	present	Joseph Roles, Professor, Developmental Math	present
Dr. Caroline Seefchak, Chair, Developmental Studies,	present	Bert Lawrence, Professor, Developmental Math	present	Candace Rosene, Professor, Developmental Math	present
Cynthia Baker, Professor, Developmental Math		Melanie LeMaster, Professor, Developmental Reading		Violeta Rotonda, Professor, EAP	present
Jennifer Barreto, Professor, Developmental Math	present	Karen Maguire, Professor, Developmental Reading	present	W. Troy Tucker, Professor, EAP	present
Karen Buonocore, Professor, Developmental Math	present	Jaime Marecz, Professor, Developmental Math	present	Cathy Vache, Professor, Developmental Math	present
Wanda Day, Professor, Developmental Reading	present	Tom Mohundro, Professor, Developmental English	present	Terry Zamor, Professor, Developmental Math	present
Sabine Eggleston, Professor, Developmental Math	present	Pat Newell, Professor, Developmental Math	present	Monica Moore, Academic Success Programs	present
Dr. Jennifer Grove, Professor, Developmental English		Robert Olancin, Professor, EAP	present		

Guests

Angela Hartsell Philip Coal Lucinda Nowall Suzanne Zinderman Eva Ali

I. Welcome Back

Dr. Caroline Seefchak, chair, welcomed everyone back to the 2013 spring semester. She thanked everyone for all they have done to prepare for the return of the students on Wednesday, January 9. She also reminded everyone that they are invited to the President's picnic luncheon on Tuesday, January 8.

Success and Accomplishments

Dr. Eileen DeLuca received a grant through the Florida Division of Colleges, the Core to College: Collaboration and Alignment Grant, to fund parts of the College Readiness Conference

II. Department Overview and Data

Packet of information explained.

Information presented to Dr. Allbritten -

On December 2, 2012, Dr. DeLuca and Dr. Seefchak met with Dr. Allbritten at a meeting that they had scheduled. Dr. Peel, who is Dr. Allbritten's executive

assistant, attended the meeting, as well. The meeting lasted for approximately one hour and thirty minutes and was very informative.

They had prepared documentation and data for the meeting in order to be able to answer any questions that Dr. Allbritten had for them. They discussed enrollments, numbers of classes, trends in developmental education, and current initiatives. A big part of the discussion was that from what we are seeing and hearing at the state and national level, developmental education as we know it must change. Colleges must undergo a "culture redesign" to rethink how open access institutions can support students with remedial needs while allowing them to begin college credit courses (and connect with their majors/intended career paths) as soon as possible. With each college's strategic priorities as a guide, and with input from stakeholders across departments and divisions, the focus needs to shift from "completing the developmental sequence" to "succeeding in the gatekeeper courses." At the recent Developmental Education Summit, Dr. DeLuca and Dr. Seefchak learned that some students, placement into credit courses with ancillary support may lead to higher retention and success than if they are "locked into" 1-2 semesters of developmental education. Dr. Bruce Vandal from Complete College America and Dr. Uri Treisman predicted that almost 75% of the students who currently test into developmental courses could be better served by going straight into a gateway course (e.g. ENC 1101 or MAT 1033), with the additional requirement of a mandatory intervention (such as learning communities or a co-requisite developmental course that reinforces the concepts). From what we are seeing and hearing at the state and national level, developmental education as we know it must change. The implementation of the Common Core State Standards (CCSS) may help change the landscape by decreasing the number of students requiring developmental education, but the data that was shared at the Summit makes it clear that a large percentage of Florida's developmental population are students who have been out of high school for a number of years. Thus, K-20 curricular alignment will not entirely eliminate the need for remedial support. At the conclusion of their meeting, Dr. Allbritten asked if Dr. DeLuca or Dr. Seefchak had any questions for him. Dr. DeLuca asked about budgetary support for initiatives. Dr. Seefchak reminded Dr. Allbritten that, as department chair of developmental studies, she represents twenty-two full-time faculty members, many of whom would want to know his plans for developmental education at Edison State College. Dr. Allbritten, in front of Dr. Peel and Dr. DeLuca, assured Dr. Seefchak that he has no plan to "do" anything

to the department of developmental studies. He said he wanted to listen to us and that he was not going to tell us what to do.

During the spring semester, each division has been asked to host a one to two hour visit with Dr. Allbritten. The Division of College and Career Readiness leadership team started discussing this at a recent meeting. We welcome input from all members of the division, and we plan to discuss this in more detail in January.

No questions were raised.

Department Initiatives

In their meeting with Dr. Allbritten, Dr. DeLuca and Dr. Seefchak discussed current initiatives with the Department of Developmental Studies. Summaries are included on the information sheets.

Math for success has been a success. Mini A and B this semester - doing one section in reading and two sections in English.

Fall 2012 Student Satisfaction Survey Data

In early December, Student Satisfaction Surveys were sent to all students, college-wide, who were enrolled in Developmental Mathematics, Developmental Reading, and Developmental English. An EAP Survey, for Lee Campus, was made available in the Lab. Dr. DeLuca and Dr. Seefchak shared some preliminary data, noting that the surveys are still active and reminders were sent to students last week.

Data will be shared once the surveys are closed.

Question? - Is there any survey asked in the middle of the following semester?

To see if their prep courses will help them.

III. Office of Adaptive Services – Angela Hartsell

Arrived Nov 1st. Had 5 or 6 days of training – the transition has not been easy. She said thank you for your patience. Will try to get out the letters of accommodations out quickly. Trying to hold students more accountable. There are two forms that have to be filled out by the students when they come to the office – she doesn't allow them to leave blank – wants to know what has worked in the past, what they think will help in the future. Please know that just because they prefer some accommodations, it doesn't mean they will get them. Proper documentation must be provided. This semester will try to email letter to all professors at once and the student. So the student sees what the professor gets. When a student schedules a test – she is asking the student to come in and schedule the test and then e-mail the professor to send the test to Angela through email, her mailbox, hand delivery and

has mailbox in H and L. Question? Should we wait till we get the letter from the student or should we send it knowing that the student has the accommodations. Students have to fill out paperwork every semester. Tests are filed under professor's name. Question: So we can pre-send tests to office? Yes, they will be filed. The students are supposed to give the professor 72 business hours to turn a test into the office.

Question: What are the procedures for the other campuses? She is working on it. She is not sure of their process. She is trying to form consistency. Who is the person on Collier? Jorge Charlotte – Carter Hendry Glade – Brooke Garden Question: Is there a backup plan for when someone is out? There might be. Office hours: 8:30AM – 4:30PM – if lights are on, please come in. There is now an administrative assistance – so there should be someone there. What about our evening students? At this moment there are no evening hours. She can ask Dr. Teprovech if needed. It worked out last semester. You need to tell your students of the time. Proctoring – please send an e-mail with specifics. Let them know if calculators can be used, or delivered to a different location or if you want to pick it up yourself. Hoping to put in a website the process and create a student handbook. Please note you can ask her any questions.

Question: What happens to finals that were not taken? She was going to shred them. Response – please don't they are numbered in the math department. Trying to document when students are not showing for tests.

Question: Which email do you prefer? She has three emails – they are all coming into one. adaptiveservices@edison.edu is the one she is trying to use.

Question – Is there a special way to label tests or envelope? Put test number – professor name on the test.

Question: Is there a way to send electronically? Would you rather hard copy? No preference. We have given a couple of PERT tests, and proctored mathlab tests – she needs user ID and password.

IV. Assessments

In order to establish and to maintain consistency in all classes across all the campuses, we will be documenting our practices and making them policies. This will eliminate any confusion, especially as we move forward with alternate completion plans.

Full time faculty members in each discipline will be given matrix charts on which to provide information on the following:

Common Course Assessments – include an explanation of the assessment, a copy of the rubric or rubrics, and a step-by-step of administration, scoring, and

submission of data (on rubric forms) to Ivon Lopez at Lee Campus. Include the weight it should have on the final grade.

Course Final Exams – Lower Level Developmental and EAP classes – step-by-step administration, weight or suggested weight on final grade

Course Mastery Exams – Upper Level Developmental – step-by-step administration, weight or suggested weight on final grade

During the scheduled faculty meeting on Friday, January 11, full time faculty will be asked to meet in discipline area groups to complete these matrices.

V. Mathematics Bypass Initiative – Professor Sabine Eggleston

Math is the largest discipline in the Department of Developmental Studies. Since we were asked to find alternative completion – we will try to make a bypass exam offered Sat. Jan the 12th – anyone who believes they are misplaced in 0018 or 0028 they can take this test. Every instructor has to send this letter. Has to be done so if they do pass – they can drop/add by Wed. Asking instructors to send letter out – daily to make sure all students get the letter. In building U-106. Emphasizing this is only a bypass they do not get credit – they need to show a grade of 85% or better on the final or mastery exam. They will be emailed by 5:00PM if they have passed – if they do not get an email that means they did not pass the bypass. How should the students on the other campuses participate? Jennifer Barreto said she will administer the test on her campus. She will forward letter to adjuncts as well. Questions? Feedback? According to the schedules – there are openings in all classes if the students do pass the by-pass. Will be presented as an opportunity. If they are absent – there are no make ups. It is a privilege not a right. A pilot to see how it goes – one time opportunity. No grade forgiveness will be given. A waiver form needs to be developed making sure the student is aware that their grade will not change.

VI. Incompletes

Faculty were reminded that the last day to change an Incomplete grade is Thursday, February 7.

An Incomplete grade, left unchanged, will default to an F. The onus is on the student to contact the instructor about an incomplete grade, but instructors may want to contact students to remind them. Please make sure, if you have given an Incomplete, that you have filed an Incomplete form with Sherolyn Crawford.

VII. Labs Update – Monica Moore

Lab orientations – math people are already signed up. Lee Campus – please come in and do it. The sign-up book is available. She noted that we will need to close H-211 from Wed until the following Tue in order to accommodate orientations and diagnostics. There will be a posting to notify people. Had some issues with the printer in 211 we still offer free printing to our developmental students. Gil has refurbished it – we are hoping to have it last a while longer. Keep in mind the student assistants are not there to help with homework – they are there to manage the printer to help with the portal – it is truly the IA's and the tutors. The center lab is not for assistance. Did close the satisfaction student surveys for the labs. Will share all of the results from students and faculty. Lab issue – English people require lab hours and we give print outs. If you don't need the report in your mail box please let her know. If you are using any of the reading books, please sign out and identify the numbers that are taken data is stored in Accutrac. Talk to Renee about her successful process. If you're not getting your lab hours and you want them please let us know. They do have 10 laptops. What can the student helpers do? They do know how to use the programs. They will go and get an IA to help.

VIII. Math for College Readiness Professional Development Day

Dr. DeLuca and Dr. Seefchak have met with Jim Propert, Lee Schools Secondary Mathematics Curriculum Specialist, about a special workday for Lee County secondary math instructors to come to Edison State College, to take the P.E.R.T., and to meet with developmental and college-level faculty for professional development. Tues – Feb 19 math faculty can come to the campus and work on their academic plans to coordinate curriculum alignment. Max 30 faculty – we are opening it up to developmental and 1033 instructors. Better schedule to follow after Jan 17th. Great college service and professional developmental activity. If anyone else interested to take PERT – you can take it as well. The PERT will be part of their final exam so they want to know and understand it. They use it as a different function.

IX. College Readiness Conference

Dr. Eileen DeLuca applied for, and received, the Core to College: Collaboration and Alignment Grant, making it possible to fund the attendance of secondary educators to this year's annual College Readiness Conference. Congratulations to Dr. DeLuca. The Steering Committee for the College Readiness Conference is scheduled to meet on Thursday, January 17, to continue to plan for this year's conference. Everyone is invited to participate.

Funding to pay some of our faculty to do professional development with K-12 teachers during their planning periods. This gives connections between the teachers and faculty. This is available to all disciplines. Information will be sent out.

We are hoping when we get to the conference then teams will have information to discuss.

Last year Cassandra Brown asked for our documents and our structure is being used at other colleges. It is being presented at NADE. There is a steering committee all is welcome to join. Next meeting Jan 17th at 3:00. Conference will be in April – we are looking at doing it on a Saturday. This is also being presented at the connections conference. It aligns with the college’s mission and strategic priorities.

X. P.E.R.T. Appeal for Exception to Policy

In December, Monica Moore, Dr. DeLuca, and Dr. Seefchak met with Denise Swafford, Director of Testing Services

Some language from the form includes:

Complete this form to request a one-time appeal to the PERT Retest Policy and/or to appeal for exemption from Developmental Coursework. An appeal will only be considered if there is documentation that warrants such an exception. An appeal that is submitted without attached documentation supporting the need for an exception will be denied.

Request for a one-time exception of the two (2) attempts PERT maximum (State Rule 6A-10.0315)

- Student letter of appeal stating the extraordinary circumstances that occurred that were absolutely beyond the student’s control to warrant an exception
- Supporting Documentation

Request to retest for the PERT in subject area for which the developmental coursework has begun

- Student letter of appeal as to why an exception should be allowed

Other supporting documentation--Recommendation letter from professor, work experience, etc.

Note: A failed attempt in a developmental course could have a negative impact on an appeal request as well as future financial aid.

XI. Developmental Course Completion Routes

All three developmental disciplines have been working on various completion route models for students placed in developmental courses. In order to have this information be consistent, faculty members of each discipline will be asked to complete a matrix that will clearly outline and state the policy and procedure for each route.

This may be completed within discipline area groups, along with the assessment matrices, during the scheduled faculty meeting this Friday.

- XII. Department Meeting Schedule – Spring 2013
The meeting schedule for spring 2013 is available. There are meetings scheduled throughout the semester on all campuses. Tomorrow, Dr. Seefchak will be at the Charlotte Campus. There is not a Friday meeting scheduled for March because of Spring Break. There is, however, an evening faculty and adjunct meeting. All faculty are encouraged to attend that meeting.
- XIII. Communities of Practice – Spring 2013
The Communities of Practice Schedule, for Communities of Practice Reading, Writing, and Math, is available. These are informal meetings of educators who wish to share and learn. Communities of Practice are available through teleconference for those who are unable to come to Lee Campus. All instructors and instructional assistants are welcome and encouraged to attend.
- XIV. College Restructuring Update
Dr. Eileen DeLuca, Dean, College and Career Readiness, spoke about the College's ongoing restructuring. Very little change for faculty. They are approving a new district position to oversee FYE and academic success centers. All center labs will be reporting to one person. FYE – programming, support, and Sat events will be consistent district wide. Approved the division would have an assessment coordinator. More information will come.
- XV. QEP Update
Dr. Eileen DeLuca, Dean of College and Career Readiness, who oversees the College's Quality Enhancement Plan, in integral part of the College's SACS COC reaffirmation, spoke about the Cornerstone class. She discussed the five-year QEP plan. Ran 30 sections of SLS 1515 last term. Getting data now and still being analyzed. Next report will be available for all to attend. Results are posted online. If you are interested all the data can be watched and tracked to see the success. Dates and rooms are all available. QEP Implementation Team and Subcommittee schedule was handed out. Information about the functions of all committees was discussed. Early alert will become a district wide function. Dr. Gubitti – thank you for attending the modules in Dec. Could you e-mail me comments about the workshops or come by. She would like some feedback. She was given feedback about the order of the modules. Rudy is doing his best to get certifications out. If you are interested in teaching please give Dr. DeLuca an email. This semester we were over staffed but in

the fall it was harder to find instructors. As the required students that have to take it – it will be more challenging to find instructors. The course will be offered Summer A and Summer B. Yes, let Dr. DeLuca know. But know that there is limitations in the summer.

XVI. Adjunct Faculty Meeting – Monday, 01/07, 5:00 p.m.

Dr. Seefchak reminded all full time faculty of the meeting and reiterated that their attendance is important and is most appreciated.

XVII. Anything Else

Attendance Verification Reminder – While attendance verification must be completed by Friday, January 18, you may verify each student as you see him or her. Is there a specific time? 4:30 or noon.

Final Exam Schedule and Policies – There have been some points of confusion regarding the Spring Final Exam schedule. If you are unable to schedule any of your classes' final exams, please talk to Dr. Seefchak or to Dr. DeLuca

Sunshine Committee – Missing 5 people's birthdates. If no birthdays in Jan or Feb then we will have Valentine's Day celebration.

Dr. Allbritten has not given a date for his visit. 1-2 hour for our entire division. Any ideas? What do we want to show him? Invite him to see an orientation of the labs. I think we need to make sure there are former students to have their voices heard. What form do we want this to take? He wants to mix and mingle and get a sense of what is going on in our division. Thinks it's important that he meets the faculty and have him aware of our credentials. Have every discipline see their initiatives. Let him know what else we need to improve our services.

At faculty senate meeting was mentions that the SIR II's were coming back late because they were not mailed back in time? Have not heard anything.

Next meeting, discipline specific, Friday, January 11, 2013.

Math – I 122 – with teleconferencing

English – H 201

Reading – H 223

EAP – I 117