

Minutes

QEP Implementation Team Meeting

S-262D

April 24, 2013, 11:00-12:00 p.m.

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

1. Subcommittee reports:

- **FYE Programming:** Whitney reported that the FYE office has hosted 96 workshops / events college-wide, 72 on Lee campus, 9 on Charlotte campus, 8 on Collier campus, and 7 at Hendry/Glades Center. On Lee campus, workshops and events accounted for 27.37% of tracked traffic to the office. During the Spring semester students volunteered 505.5 hours in the community and 1,047.5 hours for the academic year. FYE programming is set on Lee campus for both Summer A and Summer B. The other campuses only offer SLS 1515 in the Summer B term and are still developing their Summer B programming schedule. To access the FYE programming flyers check out the [FYE Programming webpage](#).
- **Training and Development:** Eileen reported that as of April, 83 faculty had completed all 10 Cornerstone Module Trainings. Additionally, 47 staff/administrators have completed at least the five required (but in most cases, all 10) modules. Many of those are staff qualified to teach the course. The Training and Development Committee finalized the summer training event dates: June 27 and June 28. Harlan Cohen (Check-out: <http://www.helpmeharlan.com/head.html>) has confirmed a Keynote and Workshop for the morning of June 27 (9-12). Dr. Davis confirmed that she could provide \$1,500 to cover the cost. Dr. Wright confirmed VPAA funding for lunch. Lunch will be followed by a True Colors Workshop will be held from 1:00-3:30. Dr. Sandra McGuire has confirmed a Keynote and Workshop on the morning of June 28 (9-12). Participants attending Harlan Cohen's workshop will receive credit for completion of the "Understanding the First-Year Student" Cornerstone Module. Participants attending Dr. Gubitti, Dr. Tawil and Professor Rhyne's True Colors workshop will receive credit for completion of the "Diversity in the College Classroom and Beyond" Cornerstone Module. Participants attending Dr. McGuire's workshop will receive credit for completion of the "Critical Thinking" Cornerstone Module. All speakers have confirmed that all workshops are relevant to faculty, staff and administrators.

- QEP Assessment: Focus groups have been scheduled on all campuses. Twenty students attended the two Lee Campus focus groups. Eileen has also received data from the Collier Campus focus group. Duke reported that the Hendry/Glades focus group went well and he will be sending the data. Eileen is awaiting the data from the Charlotte focus group. The data will be coded for themes and disseminated with the faculty, the QEP Assessment subcommittee and the QEP Implementation team. The peer architects college-wide will also participate in a focus group led by members of the QEP Assessment Subcommittee.
- Orientation/Advising/Registration: Cindy and Eileen reported on the last meeting. The Cornerstone hold will remain the same as the previous semester with the hold date being one week before the start of classes. The group also discussed when students who enroll in EAP courses should be required to take SLS 1515. The group decided that the course would not be effective for any student before their English has reached a proficiency that would allow them to enroll in level 5. However, advisors may want to encourage students to enroll in the course when they are enrolled in level 6, since level 6 only requires 9 credits of EAP (enrolling in SLS 1515 could provide them with a full-time schedule). If the student chooses not to enroll during level 6, then they would be required to enroll in their first semester after exiting EAP.
- Curriculum: Martin has been working with Kendall Hunt to clarify the terms of the current book contract. Marla Swartz (the Kendall Hunt representative) has reported that our current contract is for a three-year term. Within the three years, the college can still modify the text, reduce chapters, or add more custom content. Martin will continue to work to clarify the terms. Martin also would like to see if we can “pilot” the use of the Pearson text in some sections of the course. He would like professors who want to try the new text to have the opportunity to use it. He will review the KH contract terms to see if this is permissible. Kathy and Whitney expressed concerns with having two different texts to include confusion for the students, adding a level of difficulty to the work for the peer architects (who may be assigned to two sections using two different texts), issues when students purchase a book then change sections, issues with ISBN confusion, may make guarantee of 900 copies more difficult to reach, etc.
- Early Alert: Whitney reported that Early Alert data has been collected college-wide. 313 Early Alerts were submitted college-wide by 83 different professors for 59 different courses. Five classes received 16 or more alerts accounting for over 5% of the total Early Alerts. Those classes were DEP 2004 (16), MAT 0018 (25), MAT 0028(37), SLS 1515(28), and WHO 1030(18).Once final grades are submitted we will research and provide information regarding how the students did in the course they were Early Alert in as well as their overall GPA.

Spring 2013 Early Alert Summary Information			
	Total # of Early Alerts submitted	# of professors who submitted Early Alerts	# of different courses that Early Alerts were submitted for
College-wide information	313	83	59
Lee Campus	192	48	39
Charlotte Campus	54	15	19
Collier Campus	36	11	13
Hendry / Glades Center	31	9	11

2. Update on Collier Positions: Martin reported that the search committee has begun interviews for the Collier faculty position. Additional interviews are scheduled for next week. Eileen reported that the Collier FYE Coordinator position is moving forward.

4. Kathy reported that Norman Love is visiting Collier Campus on Wednesday, April 24, from 1:00-2:00 and will lead a motivational presentation for first-year students.

Minutes submitted by Eileen DeLuca