

## Minutes

Regional Department Meeting  
Department of Developmental Studies  
Friday, October 12, 2012  
1:00 p.m., I 122

### In Attendance:

Cynthia Baker, Jennifer Barreto, Karen Buonocore, Wanda Day, Eileen DeLuca, Sabine Eggleston, Rebecca Gubitti, Bert Lawrence, Melanie LeMaster, Karen Maguire, Jaime Marecz, Tom Mohundro, Pat Newell, Robert Olancin, Candace Rosene, Caroline Seefchak, Troy Tucker, Cathy Vache, Violeta Rotonda, Terry Zamor, Tom Buckingham, Monica Moore

### Not Present, Excused:

Jennifer Grove, Renee Hester, Joseph Roles

#### I. Welcome

Success and Accomplishments – Melanie had a proposal accepted and will present at FDEA. Dr. Lauture had an editorial in paper and video online.

#### II. Staff Assistant – Sherolyn Crawford was welcomed to the department. Staff introductions were made

#### III. P.E.R.T. Data – Dr. Seefchak presented P.E.R.T. data from the last three semesters. Enrollment is down, college-wide. She explained that our enrollment is also affected by the P.E.R.T. Looking at data a year ago, when P.E.R.T. was first used to admit students, Math 16.33% placed college ready, reading 50.72% ready and writing 57.2% ready, Spring 2012 Math 19% ready, Reading 57% ready, writing 67% ready, and this Fall Math 33% ready, reading 65% ready and writing 74% ready for college level courses. *See attached data.* Are the students being placed correctly? We are waiting for additional data. We keep hearing from the state of Florida they are recalibrating the test. Movement is to get students out of developmental as quickly as possible. Time will tell. These are data from applicants. We need to support other departments who are getting more of students who might have been testing into developmental. We will keep looking at data and be aware. Within our department, we are offering reading accelerated program. We are having success with accelerated writing and math and are having success with piloting different course offerings. We need to keep up with professional readings to gain ideas. We may be getting different students because of the change of the economic environment.

- IV. Chair Model Changes - Dr. Seefchak explained that the president of the college through the VP of academic affairs asked department chairs to meet and develop an organizational structure. Lots of information is being looked into the role of the departmental chair is going to change – more responsibility, more work days, and the chair will be chosen by the faculty members. All faculty is being made aware – Dr. Seefchak is the chair of the subcommittee. Once there is a new model, it will be presented to all faculty and must be approved by the Faculty Federation to be included in collective bargaining negotiations.
- V. College Restructuring – Dr. Eileen DeLuca discussed that Dr. Allbritten has presented a four school model. We are going to continue to be a division and there will be two other divisions. We are the division of College and Career Readiness. Division leaders have been asked to work with all of the stakeholders what restructuring would look like. Among the changes, Dr. DeLuca explained, deans will take full district responsibilities. Many procedures in the Department of Developmental Studies have been district-wide, but now everything will be. What does change with the faculty – scheduling of classes – Dr. DeLuca will schedule classes on all campuses. She does so by carefully monitoring open/close reports. The other change in terms of faculty – hiring manager goes through Dr. DeLuca as well for all campuses. What does that mean with evaluation portfolios – goes through Dr. DeLuca as well. To make transition work – the Deans are asked to rotate their presence on campus. There is a schedule. The schedule will be sent out so that appointments can be scheduled. The administrative function is the big change. The academic success centers will all report to Dr. DeLuca. In past, academic centers were through student services, but now all academic centers will have consistency – lab fees and positions. Traveling to campuses will help – message will go out. As of October 15, district responsibilities go live. Dr. Allbritten and Dr. Harrell have asked for deans to talk to everyone and have a plan submitted by November 15. Input is needed on challenges and success – Dr. DeLuca has some ideas – we need a district coordinator for the academic success centers and for the FYE – district coordinator will be included in Dr. DeLuca's suggested plan. We don't have to have all answers today, but she is looking forward to hearing your thoughts and she will share her thoughts. Where did this idea come from? Dr. Allbritten's vision. It's not without precedent. Department chair – may have to go off collective bargaining unit and have supervisory duty. Deans will still be able to be contacted while on other campuses. Is it one of the SACS complaints - the organization chart? Yes, it is response to recommendation from SAC. It was

difficult to find consistent data. That is where you get out of compliance. Do they have a date in mind? November 15 plans submitted. Then we will see what comes next. What about the people in interim – positions should be filled by January so they are paying for search firms. There are things done in our department that we have done throughout. Our department is good as far as constancy. There are things that are going to crash on other campuses and we have to be patient with each other. New responsibilities are being given to new people. Dr. DeLuca will share information as she gets it. What impact will that have on lab fees? It all comes back to one central and will be disbursed throughout. Could all of this regional have impact on faculty – having to teach on other campuses? It does allow for fluidity. Some administrators may see that as useful. For example – someone who teaches primary on Collier could do overloads to Lee. What was heard yesterday – was nobody does it our way. Edison is its unique state and it will change. Dr. Allbritten was looking at several state colleges and he saw FSCJ –behind that.

- VI. NADE Memberships – Dr. DeLuca and Dr. Seefchak are looking at memberships – packet came in mail. If you are new expect email for information. It is all being put together.
- VII. College Prep Centers – Monica Moore – Have had very good traffic so far. No data comparison, but have been busy, finally fully staffed. The prep for the PERT starts October 16; it is there to demystify the process – to give new students an overview of the test. The instructional assistants have done some sample type of questions and they welcome the students back into the labs if they want more assistance. Dr. Lauture has been working with Lee Schools and they are doing a recruitment session for the evening and bring students in to talk about Edison and how to get started and financial aid – Wed evening. Dr. Lauture is doing conversation café is Wed at 2 and Tue at 4:30 – so it is twice a week. H-215. We are doing cultural celebrations week long. I hope we have been accommodating please feel free to come in if I can do more. Tom Buckingham commented that he is amazed at differences between campuses. Students bring in food and coffee to celebrations. See Dr. DeLuca is anything is needed for centers on all campuses. Collier having college open house on Monday – extending free open house to 6PM. All ABE students have been invited as well and are hoping for a nice turnout.
- VIII. QEP Update – Dr. Eileen DeLuca – There was an advisory meeting last week – this is the largest committee meeting to review data and implementation issues. Reported on Summer term data – critical thinking pre/post test and how many

we are retaining. This is the first full implementation semester for the Cornerstone SLS class – so looking to see that data. Committee meets four times a year. Continue to visit the website. Right now there are 674 students sitting in SLS college wide – looking to set career sections – what are the interests? Survey was sent out asking what career interests were. Main choices – business/public safety, science technology, education, health sciences, and a group of undecided. We want to look for and recruit instructors looking at career choices. We also need to know how many interest based tracts to offer. We need this information to help the students – they need to understand some of the programs are limited access right away and have a plan B. Helps with the advising aspect of the course. Because so many of the students are in two or more developmental courses, we are trying to get the students to attend interest based workshops to help them with registration. The Cornerstone students must see an advisor, or they cannot register for classes. They need to be encouraged to see their advisors. Request was made that a copy of rosters of all students to identify which students are in the cornerstone plus their class. Yes – that information can be given. Need to look at a process to put that in place. Could you put that in your class survey? A roster may be easier. Second week of classes a professor identified them. Surveys – Dr. Deluca gets a spreadsheet. Limit to campus and name – can be done. Is there any more information about QEP workshops for December. Yes, more workshops have been added – look at calendar workshops are being added on all campuses and looking for scheduling some in December and webinars.

- IX. Alternate Completions – As curriculum groups we need to come up with a written policy and submit to Dr. Seefchak. Policy needs to be vetted by everyone in the department. This has to go into effect by when? Spring semester. Once there is a stated policy, it can be implemented. The advertise element is something as a discipline that needs to be agreed upon by everybody. Can the policy include a final retake? If it is not in your syllabus now – could it be in spring? This goes into departmental mastery exams. We want consistency district wide.
- X. Assessments – We need a policy in place in writing – cannot go against what is in your syllabus – this will be for Spring. Due next Friday.
- XI. Adjunct Faculty Meeting – Tues October 16 – open to all adjunct district-wide. The more full time faculty that attend – the better they are. For that reason there are two – Monday night and Tue night to try to get all faculty to attend – it would be greatly appreciated

XII. Anything Else - Next meeting is Friday, November 9.

XIII. Discipline Break Outs

Mathematics – I 122 (with Polycom)

EAP – I 123

Reading – H 223

English – H 201

Minutes taken by Professor Jaime Marecz, Department Recording Secretary

Submitted by Dr. Caroline Seefchak, Chair, Developmental Studies



## AGENDA

Department Meeting  
Friday, October 12, 2012  
1:00 p.m., I 122

- I. Welcome
  - Success and Accomplishments
- II. Staff Assistant
- III. P.E.R.T. Data
- IV. Chair Model Changes
- V. College Restructuring – *Dr. Eileen DeLuca*
- VI. NADE Memberships
- VII. College Prep Centers – *Monica Moore*
- VIII. QEP Update – *Dr. Eileen DeLuca*
- IX. Alternate Completions
- X. Assessments
- XI. Adjunct Faculty Meeting
- XII. Anything Else
- XIII. Discipline Break Outs
  - Mathematics – I 122 (with Polycom)
  - EAP – I 123
  - Reading – H 223
  - English – H 201

*Next meeting - Friday, November 9, 2012*

**Division of College and Career Readiness**  
**Department of**  
**Developmental Studies**



**EDISON STATE**  
**COLLEGE**

**Regional Department Meeting**  
**October 12, 2012**

# Welcome



# Successes and Accomplishments



# Our New Staff Assistant



# Fall 2011 P.E.R.T. Data - ESC Applicants

<b>P.E.R.T. Subtest</b>	<b>Test Taken</b>	<b># Placing "College Ready"</b>	<b>% Placing "College Ready"</b>
<b>Math</b>	<b>3,160</b>	<b>516</b>	<b>16.33%</b>
<b>Reading</b>	<b>2,307</b>	<b>1,170</b>	<b>50.72%</b>
<b>Writing</b>	<b>2,374</b>	<b>1,360</b>	<b>57.29%</b>

# Spring 2012 P.E.R.T. Data - ESC Applicants

<b>P.E.R.T. Subtest</b>	<b>Test Taken</b>	<b># Placing "College Ready"</b>	<b>% Placing "College Ready"</b>
<b>Math</b>	<b>2,181</b>	<b>420</b>	<b>19.26%</b>
<b>Reading</b>	<b>1,755</b>	<b>1,015</b>	<b>57.83%</b>
<b>Writing</b>	<b>1,712</b>	<b>1,144</b>	<b>66.82%</b>

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# Chair Model Changes



## Department Chair

Draft model – October 5, 2012

The Department Chair at Edison State College is the faculty leader to the department and, as such, is accountable for the following:

Responsibilities	Descriptors	Documentation
<b>Leadership, Planning, and Curriculum</b>		
Oversees the development and revision of curriculum department-wide	Maintains curricular integrity Reviews connection between goals and learning outcomes Approves documentation sent to College Curriculum Committee Reviews CAPP audit for accuracy Reviews annual catalog and provides any changes necessary	Course syllabi Unit plans Meeting minutes
Verifies consistency of departmental syllabi	Reads and approves course syllabi of all faculty in department Reviews master syllabi on document manager for accuracy	Course syllabi
Manages the department assessment process	Verifies alignment of learning outcomes to assessments and assignments Oversees common course assessments Oversees departmental exams	Course syllabi Rubrics Examinations Anchor papers

# College Restructuring



# NADE Memberships



# College Prep Centers

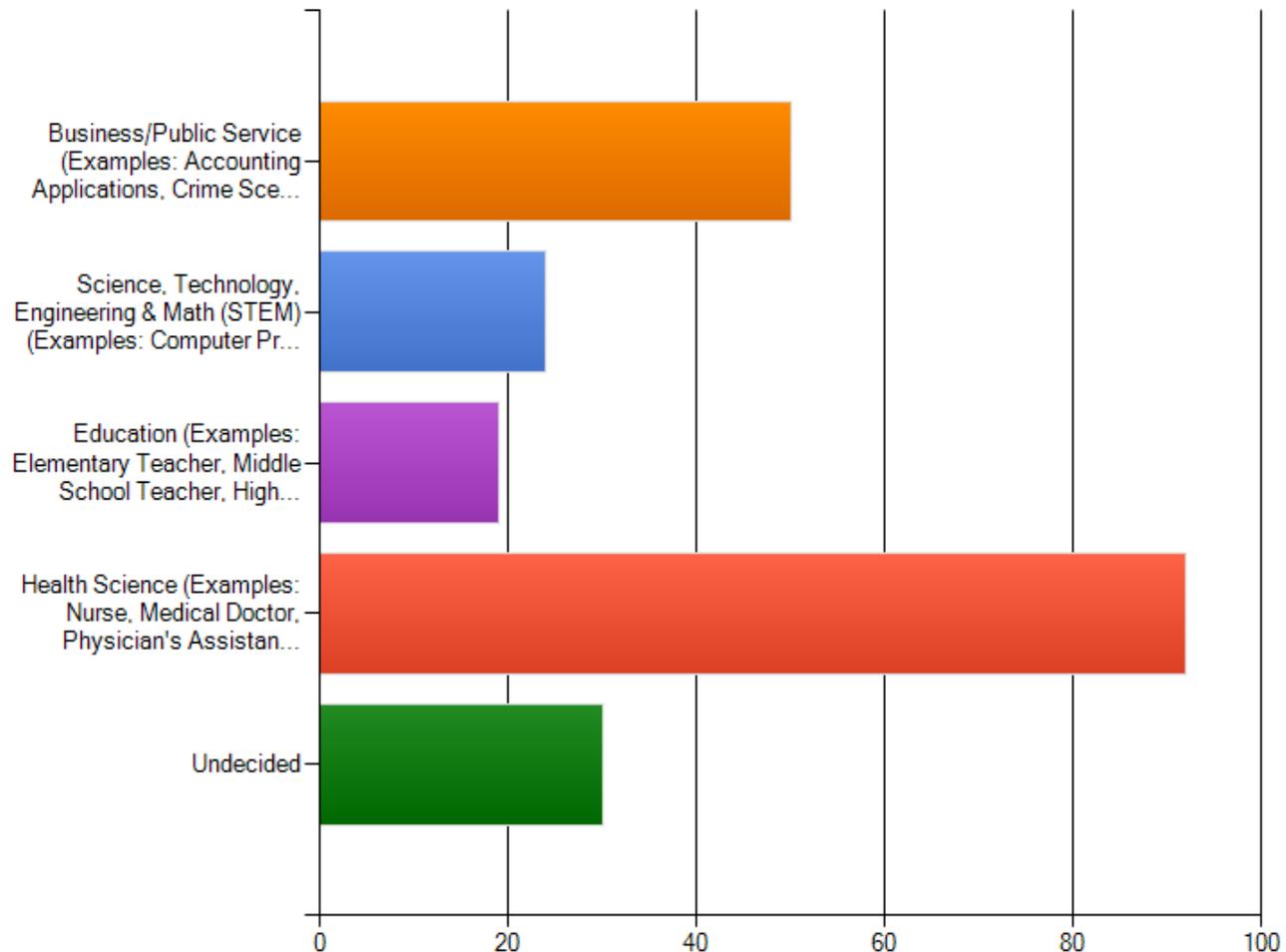


# The QEP



# Career Interest Fall 2012

Of the following career tracks, which are you most interested in pursuing?



# Process for Alternative Course Completions



# Department Assessments



# Adjunct Faculty Meeting

Tuesday, October 16

4:30 to 5:30 p.m.

H 223



# Anything Else



# Next Meeting

Friday, November 9, 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