

Quality Enhancement Plan (QEP) Committee  
**Meeting Notes**  
**May 25, 2011**

<i>Chair</i>	<i>Present</i>	<i>Absent</i>	<i>Excused</i>
Kathy Clark, Co-Chair, Professor of Economics (Collier)			<b>X</b>
Dr. Thomas Rath, Co-Chair, Academic Dean (Charlotte)	<b>X</b>		
<i>Members</i>			
Donald Bentley, Guidance Counselor, Edison Collegiate High School (Lee)			
Cindy Campbell, Reference Librarian (Lee)	X		
Mike Chiacchiero, Professor of Mathematics (Collier)			
Kevin Coughlin, Dean, Research, Effectiveness and Planning (District)			
Dr. Eileen DeLuca, Associate Dean, College Prep (District)	X		
Dr. Christy Gilfert, Associate Dean, Enrollment Management & Student Affairs (Charlotte)	X		
Dr. Rebecca Gubitti, Professor of Mathematics (College Prep)			
Ivana Ilic, Professor of Mathematics (Lee)			
Dr. Theo Koupelis, Associate Dean, Math and Science (Lee)			
Carla Lazo, Student Government President (Lee)			
Dr. George Manacheril, Professor of Physics (Charlotte)	X		
Pam Mangene, Professor of English (Lee)	X		
Frederick Morgan, Coordinator, HOPE Scholars Program (Lee)			
Patricia Newell, Dean, Student Services	X		
Brooke Roughgarden, Coordinator of Student Services (H/G)			
Jeannie Schmidt, SGA Executive Vice President (Lee)			
Ed Smith, Professor of Computer Science (Charlotte)			
Kevin Shriner, Associate Dean, Academic Support Services (District)	X		
Amy Teprovich, Director, Student Life (District)			
Amy Trogan, Professor of English (Lee)	X		
Sandra Seifert, Professor of Mathematics (Lee)			
Scott Van Selow, Professor of Computer Science (Lee)			
Judith VanGalen, Faculty Coordinator, Professional Development	X		
Myra Walters, Professor of Speech (Lee)	X		
William Wilcox, Professor of Biology (Charlotte)	X		
<i>Administrative Staff</i>			
Dr. Steve Atkins, VP, Academic and Student Affairs	X		
Dr. Robert Beeson, Lee Campus VP and Dean, Arts and Sciences	X		
Maureen McClintock, Project Manager	X		

**Agenda Items:**

Dr. Rath welcomed new member Cindy Campbell to the committee.

**I. Follow-up and results of Stuart Hunter's visit and the Friday, May 20 workshop**

Committee members reported very favorable impressions of the May 20 session with Stuart Hunter, and were pleased to benefit from the input of colleagues participating for the first time, particularly in terms of the refinement of learning outcomes. Workshop materials will be shared with others not in attendance. Dr. Rath mentioned that Ms. Hunter had reviewed nationwide survey results with the QEP Steering Committee, some of which will be included in the June 9<sup>th</sup> workshop.

a. **Refinement of Cornerstone definitions as of May 20@11:18 a.m. (attached)**

No changes were recommended to the May 20, 2011 Cornerstone definitions.

b. **Finalization of learning outcomes**

Committee members approved minor changes to the May 20 learning outcomes. The revised outcomes will be shared with all participants in last Friday's workshop, with the notation that no substantive changes were made. The revised outcomes dated May 25 are also attached.

c. **Subgroup break-outs for curriculum development/assessment**

Members discussed next steps re: curriculum development, including Ms. Hunter's suggestion that the larger faculty community become involved by asking 10 groups to each focus on activities and assessments for one particular outcome. Another idea was to expand existing subcommittees to explore activities and assessments within the assigned construct, as some may overlap. The group decided to ask Ms. Hunter to facilitate a one hour session at the conclusion of the May 9 workshop whereby those interested would select one of the subcommittees to work with on curriculum development. An email will be sent to workshop participants in advance to notify them of the opportunity to work on essential curriculum and to develop potential learning strategies. The work products from last Friday's session will be shared. Members agreed that a faculty champion should be identified in advance for each learning outcome.

II. **Marketing and Communications Subcommittee report**

Ms. McClintock presented the report from the Marketing and Communications subcommittee. (Attached)

Members discussed the timeframe for the identification and training of faculty who wish to teach the course in Spring 2012. Faculty will need to be identified for all course sections in September.

III. **Discussion of future agenda items**

a. **Resources**

Ms. Doeble and Dr. Atkins will clarify at a future meeting.

**b. Professional development and certification for course**

Several sessions leading to certification are already underway; many more will be offered this summer, and all in the fall. The challenge will be to make all sessions available at all campuses. Training sessions will be videotaped and posted as online modules to facilitate ongoing access. Eventually, a “train the trainer” model will sustain certification opportunities. Dr. Rath asked Dr. DeLuca to email the list of recommended certification modules to all members for discussion at the next meeting. The fact that the curriculum will be changing based on ongoing feedback from faculty and students was acknowledged.

**c. Assessment**

See item 1B above

**d. Textbook sub-committee**

The committee should begin an informal review of available texts very soon.

**e. Syllabus sub-committee**

The Committee will begin moving toward creating a syllabus at the next meeting.