

**Quality Enhancement Plan (QEP) Committee
Meeting Notes
June 1, 2011**

<i>Chair</i>	<i>Present</i>	<i>Absent</i>	<i>Excused</i>
Kathy Clark , Co-Chair, Professor of Economics (Collier)	X		
Dr. Thomas Rath , Co-Chair, Academic Dean (Charlotte)	X		
<i>Members</i>			
Donald Bentley, Guidance Counselor, Edison Collegiate High School (Lee)	X		
Cindy Campbell, Reference Librarian (Lee)	X		
Mike Chiacchiero, Professor of Mathematics (Collier)			X
Kevin Coughlin, Dean, Research, Effectiveness and Planning (District)	X		
Dr. Eileen DeLuca, Associate Dean, College Prep (District)	X		
Dr. Christy Gilfert, Associate Dean, Enrollment Management & Student Affairs (Charlotte)			
Dr. Rebecca Gubitti, Professor of Mathematics (College Prep)			X
Ivana Ilic, Professor of Mathematics (Lee)			X
Dr. Theo Koupelis, Associate Dean, Math and Science (Lee)			
Carla Lazo, Student Government President (Lee)			X
Dr. George Manacheril, Professor of Physics (Charlotte)	X		
Pam Mangene, Professor of English (Lee)	X		
Frederick Morgan, Coordinator, HOPE Scholars Program (Lee)	X		
Patricia Newell, Dean, Student Services	X		
Brooke Roughgarden, Coordinator of Student Services (H/G)			
Jeannie Schmidt, SGA Executive Vice President (Lee)			X
Ed Smith, Professor of Computer Science (Charlotte)			X
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)			X
Scott Van Selow, Professor of Computer Science (Lee)			X
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:

I. Agreed Definitions and Outcomes

Dr. Rath recapped the May 25 session led by QEP consultant Stuart Hunter, saying we now have vibrant, well-thought out and purposeful set of learning outcomes resulting from a good process. Ms. Hunter reviewed the results of a recent nationwide survey on FYE trends with

the Steering Committee. As a result, the Committee determined that our program is unique and a hybrid, meaning it is not just an add on to orientation or study skills but also is academic in nature.

a. Review of Final Definitions and Outcomes

The definitions and outcomes from the May 25, 2012 session are approved as final.

b. Preparation of Subgroup break-outs for curriculum development on June 9th

Participants in the June 9th workshop will be invited to assist with curriculum development toward the end of the day. The subcommittee chairs will migrate to their respective groups but new faculty leadership may emerge for this next step. The working groups will be held accountable for work products and be expected to adhere to a stated timeline.

Dr. Atkins reported that Department Chairs will be involved in developing unit plans relating to Cornerstone Experience to demonstrate how each discipline is growing support for student success. He shared ideas for involving faculty within disciplines, including adopting one or more course outcomes within their own courses.

II. Marketing Subcommittee

Dr. Rath commended Sonja Weiss for developing the “Meaning of the Cornerstone Experience” logo PowerPoint, and reported that the May newsletter is now posted to the Accreditation webpages. Dr. Rath commented on the role the Marketing Subcommittee will play in reaching the various constituencies including faculty who may want to teach the course.

Dr. Walker reported that Dr. Gardner said he was misquoted in the recent Naples Daily News article on our QEP, and that Dr. Gardner remains a wonderful partner in our student success efforts and that we should be commended on what we are doing in that regard. An announcement was made that Dr. Gardner will return as our 2011 Convocation speaker to assist in formally transition the FOE results into our operational QEP.

Associate Dean Shriner reported that following the article he received a call from a supportive community member who wishes to be involved in Cornerstone Experience implementation as an advisory member.

III. Assessments of Outcomes (time permitting)

Discussion postponed until the next meeting.

IV. Discussion of future agenda items

a. Resources

b. Professional development and certification for course

At a future meeting, the Committee will review the proposals developed by Dr. Deluca's committee related to certification modules and other professional development activities, for delivery beginning this summer and continuing through the Fall in preparation for Spring 2012 classes.

c. Textbook sub-committee

The Committee expressed interest in developing or customizing a textbook.

d. Syllabus sub-committee

e. Linked courses (added)

V. Other Business

Dr. Atkins suggested that letters of support be obtained from Stuart Hunter and Dr. Gardner, to be included as a QEP Appendix.

It was suggested that the learning outcomes of Cornerstone Experience curriculum could be replicated in a course for high school students, particularly those dual enrolled.

Associate Dean Shriner projected the following numbers of course sections for Spring 2012, including open sections for those not required to enroll:

Hendry/Glades – 2

Charlotte- 2-5

Collier 5-8

Lee 5-10