Committee Agenda/Minutes

Committee: QEP Committee

Date: 4/8/2011

Names	Present	Absent	Excused
Chair	☐	☐	☐
Kathy Clark, Co-Chair, Professor of Economics (Collier)	☑	☐	☐
Dr. Thomas Rath, Co-Chair, Academic Dean (Charlotte)	☑	☐	☐
Members	☐	☐	☐
Donald Bentley, Guidance Counselor, Edison Collegiate High School (Lee)	☐	☐	☐
Mike Chiacchiero, Professor of Mathematics (Collier)	☐	☐	☐
Kevin Coughlin, Dean, Research, Effectiveness and Planning (District)	☐	☐	☐
Dr. Eileen DeLuca, Associate Dean, College Prep (District)	☑	☐	☐
Dr. Christy Gilfert, Associate Dean, Enrollment Management & Student Affairs (Charlotte)	☑	☐	☐
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)	☑	☐	☐

Frederick Morgan, Coordinator, HOPE Scholars Program (Lee)	☐	☐	☐
Brooke Roughgarden, Coordinator of Student Services (H/G)	☐	☐	☐
Jeannie Schmidt, SGA Executive Vice President (Lee)	☐	☐	☐
Ed Smith, Professor of Computer Science (Charlotte)	☑	☐	☐
Kristen Ralston	☐	☐	☐
Amy Teprovich, Director, Student Life (District)	☐	☐	☐
Amy Trogan, Professor of English (Lee)	☐	☐	☐
Sandra Seifert, Professor of Mathematics (Lee)	☐	☐	☐
Scott Van Selow, Professor of Computer Science (Lee)	☑	☐	☐
Judith VanGaalen, Faculty Coordinator, Professional Development	☑	☐	☐
Myra Walters, Professor of Speech (Lee)	☑	☐	☐
Dr. William Wilcox, Professor of Biology (Charlotte)	☐	☐	☐
Ex-Officio	☐	☐	☐
Dr. Robert Beeson, Lee Campus VP of Instruction, District Dean	☐	☐	☐
Patricia Newell, Dean, Student Services	☑	☐	☐
Kevin Shriner, Associate Dean, First-Year Experience and Academic Success (District)	☐	☐	☐

Staff	☐	☐	☐
Pam Mangene, Liaison to District Academic Affairs (District)	☑	☐	☐
Maureen McClintock, Project Manager (District)	☑	☐	☐

I.   Discussion of proposed timeline (see attached schedule.) Faculty not on contract in the summer and therefore are not required to attend but are most welcome.

II.   Scott Van Selow presented a Professional Development Course website that could be used for QEP-related training initiatives. So far, he has created the first three sessions that have been presented in the TLC so that those who couldn't attend could have access to the material on their own time. Each training will be broken up into a different module with its own learning outcomes, materials, a video recording, and links to pertinent information, including quizzes, a discussion board, and a final assessment. We will be able to see who is working in the site and who passed the assessment. They can then print a certificate to use for professional development documentation.

III.   Reports from Sub-committees on definitions of four conceptual frameworks:

Linked Courses – We decided to use the definition written for students. Stay as simple and clear as possible

Professional Development – Eileen DeLuca asked whether these should be measureable. The groups determined that they are merely definitions.

IV.   Update on summer schedule – It appeared that most members prefer to meet on Wednesday mornings beginning in May. We will distribute a summer schedule after members check their calendars.

V.   Kevin Shriner announced that we need to form a professional development committee and a marketing committee. An invitation will be sent out college-wide; all Committee members are invited to join.

VI.   Kevin Shriner reported on the budget meetings which are on-going. It looks as if the New Initiatives we have requested for the QEP will be funded. We will know within the next couple of weeks.

VII.   Adjournment