

**QEP – Informal Meeting Notes  
February 11, 2011**

In Attendance: Sandra Seifert, Tom Rath, George Manacheril, Judy VanGalen

- Report from Myra Walters on the First Year Experience Conference.
  - Sessions divided into pre-conference and conference
  - She attended
  - Sessions highly interactive
  - Her highlights and best practices
    - Many models available for FYE course
    - FYE course usually a collaboration between faculty, student services
    - May have seminars scheduled throughout the semester
    - Many use peer mentors assigned to the faculty
    - Best models are based upon gen-ed
    - Fulltime faculty is preferred over adjunct faculty – can be tied to professional development, tenure
    - Faculty buy-in is essential
    - Growth and expansion of program relies heavily on faculty buy-in
      - Bring in faculty early on
      - Report to Faculty Senate
      - Use theme orientation so that faculty can teach their passion
      - Pay must be negotiated – some pay overload
      - Most pay more than usual overload
      - Expectation that faculty member is involved in professional development
      - Peer tutors can teach soft-skills and call students when they're absent
      - Keep classes small – common size is 22 to 25 students

- Some faculty like to teach as part of their regular load
- Administrators who teach should be brought in early
- Make sure that faculty understand how this teaching can make them better in teaching within their discipline (can lead to students signing up in their own courses)
- Many have a common “read” as they do at FGCU
- Faculty and staff should be recruited within the college
- Professional Development
  - Mission, vision, and values
  - Critical Thinking
  - Syllabus
  - Working with peer mentor
  - Brown Bag Lunches
  - 4 to 5 hour trainings throughout the year
- Sat with a FYE advocate at a lunch
  - Many people think the course is too narrow
  - Myra thinks we need to revisit this
  - Left feeling that it’s important that what we’re doing is really important
  - We need to step back and get faculty involved in this
  - Suggests that we pilot the best that we have
- Service Learning is huge.
- Tom Rath said that everything Myra said should and will be put into practice. We’ll need to balance what is out there in terms of best practices and the unique needs that we have as Edison College. Christy Gilfert concurs and says the four people will get together and give a summary report perhaps in two weeks.
- Eileen DeLuca pointed out that we have had faculty members involved from the beginning. Myra explained that we need diversity of faculty – not necessarily cultural diversity – we need diversity of disciplines.

- Course Description – Kevin Shriner recommends that we go with the description offered last week. (get from Kathy). We need to add the name of the college “The Cornerstone Experience at Edison State College.” Kevin moved that we accept the course description. Myra Walters seconded. Acceptance was unanimous.
- Faculty Job Description reports will be offered next week from Kevin, Martin, and Rebecca.
- Kathy mailed out a list of possible resources to the group. This is just a list to get us thinking. As the course is developed, it will be refined. We will have a textbook selection committee appointed at an upcoming meeting.
- Eileen DeLuca reported on Training and Professional Development Committee
  - Met six times over the semester
  - Tried to bridge FYE committee and the QEP committee
  - As they went along, they tried to come up with a list of all training that should be good for FYE program in general (faculty, staff, administrators, and students)
  - What can be added to TIC to advance FYE goals
  - What specific training can be added for Cornerstone or linked course instructors
  - What outside training could be attend or bring in?
  - See Cornerstone Training modules – This is a draft!!!!
  - Sent list of available conferences – could be done through TLC
  - List of all workshops and trainings they suggest for FYE – including what is already in place in the TLC
  - Eileen said she was glad to hear what Myra had reported because the suggested modules for the certification program reflect many of the things that she said.
  - Universal design in education has been taken into account – incorporating strategies that are good for all students but especially for those at risk
  - Diversity of our students – age, experience, race, culture – incorporating all. Can’t have a cookie cutter approach
  - The Way I Learn – Learning Styles and how it can be adjusted to different professors

- Introduction to College Services, Programs, and Support – Kelly Lavis did research on this. Fieldtrip included.
  - Constructivist Pedagogy and the learner-centered classroom - Eileen
  - We need a Community of Practice. These could be Brown Bags.
- Scott VanSelow thinks that many of these trainings need to be available online. He has created a shell for the first one – which will be Critical Thinking.
- Rebecca said that we should consider giving release time for faculty or they will burn out quickly.
- Pat Newell discussed the questions that will be used in Focus Groups on each campus. Kevin Shriner and Maureen McClintock will present Focus Groups the week of March 15. Something will be given to the students for participating.
- Rebecca suggested that we also do focus groups with faculty the same week. Perhaps the same days as the student groups. Kevin Shriner said we can also put information from the faculty portion of the CCSSE.
- Sandra Seifert pointed out that the courses suggested for the CS certification are also courses that any professor would want to teach.
- Dr. Rath followed up by saying that we have a stated goal that at some point we have a 100% of faculty trained in these areas.
- Kevin Shriner suggests that at some point we need to have an HR perspective.
- Dr. Beeson asked if we shouldn't try to get an IDS prefix rather than an SLS prefix because of the stigma associated with SLS courses. This would help with faculty and with administrators.
- Kathy reported that this is going to Curriculum Committee as an information item. Also, Dr. Gardner responded that he would send us financial information to help us create our budget.
- Myra pointed out that the FOE study was very important to the success of this enterprise.