QEP Meeting Notes
Thursday, June 12, 2014
3:00 pm -4:30 pm

Present: Monique Blake, Jorge Borga, Peter D’ettore, David Moore, Barbara Rodriguez, Matt Rocco, Pat Senior, Suzette Spencer

Call-in: Rick Leffel

1. Updates
   A. Professional Development (Math) Update
      Pat has been working with Dr. Steve Roig-Watnik and Dr. Avis Proctor who have expressed interest in facilitating a workshop that focuses on the growth mindset and mathematics. It makes logical sense for the QEP to be a part of this conversation because QEP Math faculty have expressed interest in receiving additional professional development in training, so they can incorporate critical thinking more explicitly in the Math courses. Pat will continue to work with Dr. Roig-Watnik and Dr. Proctor and inform the committee once the workshop is confirmed.

   B. Student Affairs and Co-curricular Activities Template
      The template was reviewed with the goal of finalizing and approving. Jorge received the feedback and will discuss with Yinka and Adrian, so the committee can approve the template during the next meeting. The suggested changes are: (1) Update the learning outcomes since the wording has been changed slightly (new wording: Evaluate information to determine credibility and Generate well-reasoned conclusions) (2) Determine if the last two outcomes for this template since they are not outcomes identified for the QEP. The data collected will not be used for the QEP, so the question is will the data be used for a purpose specific to Student Affairs? If the subcommittee wants to keep these outcomes for their departmental data collecting purposes, there needs to be an indicator that those two are optional, but the person completing the form must select at least one of the four QEP outcomes. (3) The template is not a formal “rubric,” so the title should be modified.

      Committee members provided some suggestions on using technology more to decrease the amount of work the template may require when it comes time to collect information. One of the examples was to use Qualtrics.

      Action needed: Jorge will discuss feedback with Yinka and Adrian and present a revised template during the next meeting. Barbara will explore the technology piece.
C. **Critical Thinking Event—Fall 2014 Update**
- Since it is summer term, full-time faculty are not on campus; therefore, Erick Perez was not available to provide an update on the event planned for November. This event has not been confirmed as a QEP sponsored and/or endorsed.
- There is a confirmed QEP event on October 3, 2014; this event is a 4-hour workshop facilitated by Kathleen Gabriel, the author of *Teaching Unprepared Students: Strategies for Promoting Success and Retention in Higher Education*.
- Following the 3-hour workshop, there will be a lunch-and-learn.

**Action needed:** The QEP committee will begin planning for the October workshop. A key component will be advertising the event and generating excitement. The goal is to have 100 participants. Barbara will follow up with President Armstrong to invite him to welcome the participants. Barbara has been attending the Deans’ Council meetings to let them know, and Barbara needs to request to visit the campus Associate Deans’ meetings.

D. **Emerging Scholars Recruitment Update**
There are 27 emerging scholars who have expressed interests; the goal is 30 emerging scholars. Barbara is currently receiving “endorsements” from Associate Deans and Deans, if applicable. Once the list is finalized, it will be published. There will be an effort to recruit additional emerging scholars prior to August 22, 2014.

2. **Business Items**
A. **QEP/Critical Thinking LibGuide**
Suzette provided a report on the LibGuide project she and librarians, Lori Albrizio and Chris Casper are working on. They are creating a LibGuide for the QEP. This LibGuide will serve as a resource for faculty, students, and staff. The librarians will maintain the LibGuide and will incorporate appropriate resources recommended by the committee and Critical Thinking Learning Society members.

B. **CCTST Baseline Results**
Unfortunately, we did not meet the 320 baseline for the CCTST, but the effort was made. In an attempt to reach 320 students, the definition of FTIC was expanded, so the College could include students from the Winter term. To ask students to complete a 34-question test outside of the classroom via computer with the incentive being a $10 bookstore voucher and a chance to win a $500 bookstore voucher via a drawing was not realistic. There were 177 students who completed the test, but approximately 30% were invalid. Of the 177, 137 met Insight Assessment’s standard for test validation. A test was invalid if the test taker attempted less than 60% of the test items or spent less than 15 minutes on the test.

**Action needed:** The committee will form a subcommittee during Fall term to provide recommendations of possible options to address this issue.
C. **QEP Website**

The QEP website has been updated. The website is one of the National Institute of Learning Outcomes Assessment’s (NILOA) examples of transparency frameworks in the field. To learn more about the transparency framework, visit: [http://learningoutcomesassessment.org/TFfield.htm](http://learningoutcomesassessment.org/TFfield.htm)

**Action needed:** There are items that still need to be added to the website. This includes additional navigation buttons: student resources and FAQs.

D. **Scoring Session Update**

Barbara and Marilou Cayubit have redacted names and coded student artifacts that will be assessed using the critical thinking scoring guide. During week of July 1, 2014, Barbara will recruit scorers and create positions in Workday to provide a one-time payment for scorers.

**Action needed:** Schedule venue for scoring, recruit scorers, and create positions in Workday.

3. **QEP Implementation Committee to QEP Taskforce**

Effective August 2014, the QEP Implementation Committee will become the “QEP Taskforce” that will consist of 10-12 actively engaged members. The following members have already agreed to continue to serve on the taskforce, which is greatly appreciated by Barbara. These people are: Monique Blake, Peter D’ettore, Marie Dugan, Rick Leffel, Deborah Posner, Matt Rocco, Pat Senior, and Suzette Spencer. David Moore will serve as a resource to the QEP Taskforce and will continue to supervise the QEP District Director.

**Action needed:** Barbara will follow up with other current committee members to ensure the QEP Taskforce has appropriate membership.