

## ***INSTRUCTION COMMITTEE***

### ***Meeting Minutes***

January 31, 2020

10:00am in Portsmouth, Student Center, room 126

**Chair:** Jessica Morales (C)

**Recorder:** Brittany Horn (VB)

#### **In Attendance:**

Angela Bell (Health Professions-B), Michael Blankenship (English-C), Lisa Carter (Information Systems-B), Jennifer Ferguson (District), Glenn “Bert” Fox (Social Sciences-C), Brittany Horn (Libraries-B), Richard “Chris” McCammon (Humanities-N), Jessica Morales (Natural Sciences-C),

#### **Absent:**

Elizabeth Briggs (Communications-C), Debra Dart (Information Systems-B), David “Steve” Delong (Mathematics-B), Harlan “Skip” Krepcik (Industrial Technologies-P), Corrine Lilyard-Mitchell (Fine Arts-P), Steve Litherland (District), Victoria Proffitt (Mathematics-P), Angela Slaughter (Business Management-P)

#### **I. Roll call/ Introductions**

The meeting was called to order at 10:15. Quorum was established at 10:30.

#### **II. Approval of Minutes from December Meeting**

Prior minutes were approved unanimously.

#### **III. Open Business**

##### **A. Review Professional Readiness General Education Competency Rubric and front page (Ferguson)**

A motion to approve the Professional Readiness rubric, framing language, and glossary as revised was approved unanimously.

##### **B. Passport Courses update (Ferguson)**

Faculty are invited to participate in the Passport process as writers or writer/reviewers of course outlines and learning outcomes. See [tinyurl.com/TransferVA](http://tinyurl.com/TransferVA) for more information. IC discussed implications for general education curricula and degree and certification programs.

#### **IV. New Business**

##### **A. Cooperative effort with DLTC for syllabus update**

Syllabus language regarding policies on classroom behavior, attendance, inclement weather, etc., need to be revised for online and hybrid courses. DLTC has a subgroup working on revising the language for an informative pamphlet as well as for course syllabi. Jessica will email out the proposed language to be discussed at a future meeting.

##### **B. Determine date for February 2020 meeting**

Due to the unavailability of key IC members in March, the retreat will be held on February 21 at the Chesapeake campus.

#### **V. Next Meetings**

2019-2020 Academic Meeting Dates & Campus Locations:

February 21 (meeting and retreat) (C), April 3 (VB), May 1 (P)

#### **VI. Adjournment**

The meeting adjourned at 11:35am.