

## MEMORANDUM: Annual Report to Executive Staff Member

To: Daniel DeMarte, Executive Vice President for Academic and Student Affairs & CAO  
From: Steve Litherland, Instruction Committee Substitute Chair  
Date: May 4, 2018  
Subject: Instruction Committee Annual Report  
Academic Year: 2017-2018

### Charges:

#### Instruction Committee Charges 2017-2018

1. Review and recommend any revisions to policies, procedures, plans, or other relevant document that are germane to the purpose of the Instruction Committee, e.g., course outline and course syllabus templates, the General Education Assessment Plan, Policy 2105 Academic Standards.
2. Collaborate with New Faculty Academies (full time and adjunct) to provide professional development content specific to general education assessment and instructional resources.
3. Facilitate rubric revisions for scientific reasoning and written communication general education assessment competencies.
4. Document a process and timeline for official course outline review and make recommendations for its inclusion in appropriate policy, procedure, or other relevant document.
5. Determine the committee's role in advancing Guided Pathways.

#### **Actions:** Actions taken to address charges are summarized below.

- The Instruction Committee Bylaws were updated in the Fall 2017 semester, with updates provided to the PAPC for review and approval.
- Adjunct awareness is being addressed through the following:
  - Active efforts to recruit an adjunct faculty member for representation on the IC
  - General education assessment is proposed as content material for the Adjunct Faculty Academy
  - All full time faculty, adjunct faculty, and librarians are included in GEARS emails distributed by the IC
- IC has reorganized the Quantitative Reasoning general education competency rubric to include a glossary of terms on the cover page so that it is consistent with the presentation of other rubrics.
- IC updated the Syllabus Template to contain current procedures for TCC Alerts.

- IC updated the Syllabus Template to include a statement directing students to services provided by the Office of Educational Accessibility.
- IC is working on reviewing the Syllabus Template to remove any grammatical errors, or to make updates to the Syllabus Template to reflect changes to the college.
- Three new IC members participated in Assessor Training during the Fall 2017 term.
- The Instructional Resource Repository has been updated with resources related to Guided Pathways.
- The IC developed content and plans for instructional training videos for faculty academies related to GEARS, competencies, and the Resource Repository. Academic Affairs determined that the content is not needed at this time, so IC suspended work on this item.
- IC is working on creating a Course Outline Timeline review, that should be available by the close of Spring 2018.
- IC held a retreat on March 23 to review assignments for Scientific Reasoning and Written Communication competencies. Several model assignments in each competency were identified for inclusion on GEARS.
- IC emailed all teaching faculty and librarians asking they identify specific courses supporting civic engagement, and specific examples of how those course support civic engagement. This information will be used to determine the next steps in fall of 2018 including faculty developing a civic engagement rubric and identifying civic engagement as a general education competency on course outlines.
- IC drafted revised language pertaining to course syllabi for inclusion in the Faculty Handbook.
- IC drafted a timeline and process for course outline review.
- IC proposed revised language for Policy 2105 to address faculty failing to submit competency assessments.

**Additional actions taken by the IC this academic year are summarized below:**

- [Instruction Committee Webpage](#): Updates regarding membership, minutes, and bylaws have been made and are current as of 5/4/18.
- Assessor Training on critical thinking competency was held in Fall 2017 with 26 new faculty attending.

**Planned Actions/Goals:**

Fill current open positions

1	<b>Public Services</b>	ADJ, ASL/INT, CHD, EDU, FNS, FST, HMS, PED, PBS
1	<b>Health Professions</b>	DIT, DMS, EMS, HIM, HLT, MDL, NUR, OCT, PTH, RAD, RTH
1-2	<b>English</b>	ENG/Developmental
1	<b>CTE Dean</b>	
1	<b>Transfer Dean</b>	