Chairs: Michael Blankenship (C), Debra Dart (Portsmouth)
Recorder: Sydney Gordon (Library – B)

In Attendance: Michael Blankenship (English-C), Debra Dart (Information Systems-B), Sydney Gordon (Libraries-B), Lisa Carter (Business Management-B), Angela Slaughter (Business Management-B), Jennifer Ferguson, Steve Litherland (AVP-Library - District), Stacey Laney (A&H – B), Peter Agbakpe (Science & Mathematics – Chesapeake Dean)

Absent: Thomas Slopnick (History-B), Evgenia Harrison (Math - C), Jennifer Briggs (Health - B), David (Steve) DeLong (EM & ST -B), James Roberts (BCS & IT - B)

I. **Roll call/ Introductions**

The meeting was called to order at 10:07 a.m. Quorum was established at 10:08 a.m.

II. **Approval of Minutes from January Meeting**

January minutes approved at 10:13 a.m.

III. **Chair Updates**

1-Virginia Plan sent out by the committee to get support from the deans. Meeting is on February 9th to provide the necessary support and get more information on the 1-Virginia Plan. The position for Gen Ed assessment is in the process of being hired.

Dr. Kizart reached out to the co-chairs of the committee to address DEI – pending on meeting

PAPC update – video created by Kim Bovee to explain to the college community the structure of the college through the different governance committees. The committee is being advised to review the language of the video. Trying to determine what the Instruction Committee is responsible for. The wording was revised and approved by the Instruction Committee.

IV. **Open Business**

- Not everything at TCC is going to be assessed at a Gen Ed level

- Assessments are being pushed down to the faculty (academic) level, should be at the college level amongst the deans. The instruction committee recommends that DEI begins at the department level. Have the governance committee have representation when it comes to DEI.

- Changing all the rubrics may not be advisable and hard to be accessible. You can't change the all the rubrics at one time.

- Quantitative rubric – feedback from faculty in March, revise in April, publish the rubric May

- Having just the math faculty approve the rubric is not enough, because of other areas quantitative literacy addresses. Include the Computer science/IT & science courses when looking at the language of the Quantitative literacy rubric.

- Focus on calculation and communication areas for the Quantitative Literacy assessment when addressing the faculty in March. It can come down to how the assignment is worded and interpretation. Take a look of where the NA's are if it comes from discipline specific and have outreach available to reach the faculty in the particular discipline if impacted. The committee would like to have where the NA's are and if they are discipline specific. Sometimes the rubric could be placed in a class, but may not be necessary for that class and may need to be removed or accessed. Pathways may need to look at the rubrics in order to find the reasons for NA's instead of having it at the faculty (academic level).

- Instead of pulling from the student level and picking some a few, determining many factors (if the student is failing, being withdrawn from the course, and so on).

- Invite faculty to the March 18 meeting to look at the Quantitative Literacy rubric, to review this rubric and make changes if necessary. The meeting will be moved from the normal time of 10 a.m. to 12 p.m. to 11 a.m. to 1 p.m. (committee @ 11 a.m. and faculty @ 12 p.m.).

- The rest of the meetings for the Spring 2022 semester will be on Zoom.

- Website update: need to add the dates for the meetings for Academic Year 2021 – 2022. Minutes have been updated for the ones we have.

- Move up the library link in the syllabus builder. Add link near Canvas link in the syllabus builder in order for the library to be more accessible to students. It was discovered that students with Apple products may not be able to access "Library Resources" link. This will provide students a work around until the issue is resolved.

V. Next Meetings
2021-2022 Academic Meeting Dates. Location: Zoom for Fall semester (Zoom for Spring 2022), December 3(Zoom), January 7 (Zoom), February 4 (Zoom), March 18 (Zoom), April 1 (TBD), May 6(TBD).

VI. Adjournment
The meeting adjourned at 11:49 a.m.