

**Faculty Professional Development Committee &  
Learning Institute Subcommittee Joint Meeting Minutes**

**Date:** Tuesday, March 29, 2016

**Time:** 3:00pm

**Location:** District, CR602

**Attendance:**

In attendance:

Bert Fox (Chesapeake, Peer Group #1)

Elizabeth Briggs (Chesapeake, Peer Group #2)

David Wright, Chair (Virginia Beach, Peer Group #4)

Joe Joyner (Norfolk, Peer Group #5)

Frank Futyma (Virginia Beach, Peer Group #7)

Patricia Stevens (Virginia Beach, Peer Group #10)

Dianne Stanbach (Virginia Beach, Peer Group #11)

Laetitia Stone (Virginia Beach, Peer Group #12)

Joseph Fairchild (Virginia Beach, Dean)

Olivia Reinhauer (Portsmouth, Library)

Kristen Gregory, Recorder (Chesapeake, Faculty Professional Development Manager)

Fred Stemple, Ex-Officio (AVP Faculty Professional Development)

Guests:

Amanda Burbage (Portsmouth, Faculty Professional Development Manager)

Tom Lee (Virginia Beach, Faculty Professional Development Coordinator)

John Morea (Learning Technologies)

Corey Hooper (Learning Technologies)

Lara Tedrow (Faculty, Instruction Committee)

Mark Denison (Faculty, Music)

Steve Litherland (Libraries)

Manisha Trivedi (Intercultural Governance)

Timmy Purkett, Jr. (Learning Technologies)

Matthew Blanchard (Learning Technologies)

Jennifer Ferguson (Gen. Ed. Assessment)

Amanda Leo (Instruction Committee)

Brad McMurrin (Push Comedy Theater)

Paul Lasagow (Roper Center)

Absent:

Abe Arispe (RAC, Peer Group #3)

Rita Bouchard (Portsmouth, Peer Group #6)

Nancy Prather-Johnson (Portsmouth, Peer Group #8)

Vacant (Peer Group #9)

Deniz Hackner (Norfolk, Adjunct)

Vacant (Counselor)

Jeanne Natali (Academic Affairs; Office of Intercultural Learning)

Forrest Crock (Faculty, Curriculum Committee)

Donna Henderson (College Events)

Bridgett Passaeur (Auxiliary Services)

**I. Call to order**

David Wright called the meeting to order at 3:05pm

**II. Minutes**

March 1<sup>st</sup> meeting minutes for Learning Institute and Faculty Professional Development Committee joint meeting were approved with minor editing changes.

**III. Agenda (Learning Institute Discussion)**

A. Location

1. Norfolk Campus
2. Multiple buildings, roughly 60 rooms
3. Roper, Andrews, Student Center

B. Learning Outcomes have been updated (see program draft)

1. LO 1&2 – Day 1
2. LO 3&4 – Day 2 (PD sessions)
3. LO 5 – transition to future of TCC and Learning Institutes

C. Program agenda: Day 1 Status Reports

1. Breakfast – Aramark - breakfast wraps, burritos (Roper foyer)
2. Welcome/Introductions – focus on assessment, results and moving toward assessment in the classroom
3. Address – Jennifer Ferguson – will focus on the results of general education assessment efforts with highlights of where we are, where we came from, our results, and where we are going now. This is an opportunity to have much

needed conversations with faculty across the college and address myths ('choice of faculty or student, why we care, explanation of status, etc.)

4. Work Session Presentation – Wabash Center for Inquiry – focus on the student learning side and how to apply assessment results to instruction. WBI has TCC's results and will be speaking to our institution specifically in conjunction with their national study and results. They will make connections between the two. Presentation is defined, but details in terms of format are forthcoming.

5. Break (Snacks)

6. Music/Curriculum Mapping/Assignment Intro –

a) Music – Mark Denison - 15-20 minutes – Title: General Education Competence: A Brief Musical Allegory – use a music ensemble (octet) as an allegory to 8 competencies. Everything will be set up behind curtain center stage the night before. The student musicians will play a tune to call people back to Roper. They will take the idea of a musical performance and relate it back to general education competencies to show the importance of having a solid base of all competencies upon graduation. Mark will speak and provide a conceptual analysis while students play.

b) Curriculum Mapping – Jennifer Ferguson – will provide a visual for what they just saw with music. All general education competencies have been mapped to courses, and she will provide a graphic that shows strengths and weaknesses for competencies across degree programs. This will show where gaps and strengths are so we can have conversations about them. The map will be available for different disciplines so they can have conversations about it in small group settings. Faculty can help fill the gap by addressing competencies within their disciplines.

c) Assignment Intro – Amanda Leo – Title: How to Design an Authentic Assignment and Look Good While Doing It – will explain authentic assignment tool, how it has been reorganized, why it was developed, where it can be found (GEARS), and introduce authentic assignment showcase

7. Assignment Showcase

a) 3 highlighted assignments per room, 40 minutes for session, 10 minute segments (per assignment), faculty can move around as needed

b) all in 2<sup>nd</sup> floor of Roper

c) insert in program/signs on doors identifying which competencies are in which rooms

- d) good recent assignments will be highlighted in this showcase; Jennifer is working on identifying faculty and assignments;
- e) will confirm logistics: only 5 minutes to transition from Theater to 2<sup>nd</sup> floor), ability for # of people to move around may be tough, slow elevator, etc.

8. Lunch – box lunches – Roper, Walker, Student Center 5<sup>th</sup> floor; can eat in any location indoor or outdoor

9. Work Sessions on 8 competencies – Wabash folks will move around to 8 groups – each group will have someone from instruction committee/task force/faculty to help facilitate. They will be broken up into rooms based on the number of courses that address each competency. They will look at results (they will be available), and Wabash will provide direction on this. Facilitators will have conference call with Wabash prior to Learning Institute to align facilitation

10. Annual Review of Course Outlines – Discipline meetings – identify changes in learning outcomes, curriculum maps, and/or competencies. They can discuss possible ideas for FDD (peer group leaders can visit various disciplines to discuss – will discuss 4/19)

- a) Deans – can cycle around discipline meetings, could be challenging with spread out rooms/locations
- b) There will be faculty conveners for each one
- c) It will be important for someone to be note taker
- d) Good idea to send list of faculty conveners to deans to check

#### D. Program agenda: Day 2 Status Reports

1. Breakfast

2. Faculty Awards – Kimberly Griffin

- a) Roper Stage, tables, cards (only those in attendance will be called up)
- b) insert in program with award winners
- c) Do we want to have a Helena Krohn Memorial? Slide? Will it set the expectation? Should it come from faculty recommendation? Only faculty emeritus? Discussion to continue at 4/19 meeting

3. Introduction

4. 10<sup>th</sup> Anniversary Improv – Brad McMurrin of Push Comedy Theater (Granby Street) – [pusherscomedy@gmail.com](mailto:pusherscomedy@gmail.com) - 20 minute improve on 10<sup>th</sup> anniversary, last 4 years around assessment, desired outcomes. Brad was trained at Upright Citizen Brigade. He will take ideas from us, expand upon them, and exaggerate it a bit. We will have fun, pull up some people to interview and joke around. This will not be in a place to rip down, but a place to encourage. He will focus on what is truthful as that works better in comedy. Push Comedy Theater's motto is

“raise your partner up”. He will involve the group in team building, take voice of participants and play on it. If we have ideas, email Brad.

5. Break (snacks)
6. Keynote – Wabash
7. Lunch – on your own (we don’t want to do 2 boxed lunches, and there are venue restrictions)
8. Afternoon breakout sessions (there will be snacks as well) – looking for 32 sessions. There has not been a general call put out yet. We want to keep to the theme of the event: Assessment, course design, alignment, OLC – online learning/design/alignment/best practices. Some ideas:
  - a) Technology & assessment
  - b) Social Media & Classroom Assessment
  - c) Report out from day 1
  - d) Competency conversations
  - e) Mark Denison – Octet go deeper
  - f) librarians – OER topics
  - g) Z-courses & assessment
  - h) John – CTLTC – accessibility and close captioning, what is required legally and how we can meet that law here at TCC
  - i) Course design – instructional designers

#### E. Other Details & Action Items

1. Save the Date goes out this week. We will then finalize the agenda draft and build registration form
2. Aramark needs attendance count for food by May 5<sup>th</sup>
3. FPD team will put out a targeted call for proposals – provide theme and learning outcomes, ask faculty to address theme in presentation, give opportunity to explain how session will meet objectives
4. All proposals will be directed to Google Drive folder so FPDC can review
5. Jennifer – will put together assignment showcase
6. FPD Committee will vet proposals at the 4/19 meeting
7. CTLTC (4/1), Instruction Committee (4/12) meetings
8. LT will get into Roper to see what technology needs there are – they are meeting with Kate to see how seamlessly they can change sources
9. LT wants to meet with FPD team in the next couple of days to discuss logistics, needs, etc.

#### F. FPD/BCTE News

1. VB BCTE will have an open house April 12<sup>th</sup> at 12:30 to show new location, showcase ODU presenter/CCL course this summer

**IV. Next meeting**

Tuesday, April 19<sup>th</sup> at 2:30-4:30pm – FPD committee only – Open business and FDD

**V. Adjournment**

The meeting was adjourned at 5:00 pm.

Submitted by

Kristen Gregory, Recorder