

MEMORANDUM: Annual Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs
From: Amanda Leo, Instruction Committee Chair
Date: May 5, 2015
Subject: **Governance Committee Annual Report**
Select Report: Annual End of year Report
Academic Year: 2014-2015

Charges:

- Develop an online General Education Assignment Resource for TCC faculty that supports student achievement of the College's General Education Competencies. The resource will feature:
 - Information and best practices on effective assignment design
 - Examples of TCC faculty-developed assignments that support student achievement of General Education Learning Outcomes
 - Information about and/or links to the College's General Education Assessment Program

Note: This resource will be actively maintained by the Instruction Committee on an ongoing basis, with support from the Libraries using the LibGuides content management system.

- Review faculty feedback regarding the TCC General Education Competency Rubrics collected at the spring 2014 Learning Institute, and recommend how to proceed following the review.
- Revise bylaws to incorporate language establishing ongoing responsibility for:
 - Reviewing and recommending revisions of the General Education Assessment Plan
 - Reviewing and revising of the General Education Assignment Resource
 - Reviewing and recommending revisions of the Process and Timeline for Review of Official Course Outlines
 - Reviewing and recommending changes to the TCC General Education Competency Rubrics based on college-wide faculty feedback.
 - Reviewing and recommending changes to Instruction Committee membership

Actions: Actions taken to address charges are summarized below.

- Development of an online General Education Assessment Resource for TCC faculty has been a primary focus of the Committee and has resulted in the creation of a designated webpage “General Education Assessment Resource System (G.E.A.R.S.)” under the TCC Office of Academic Affairs.
<http://www.tcc.edu/academics/assessment/>
- Sample assignments for inclusion on the page were reviewed during a March 27th retreat and posted to designated GE Competency tabs. Assignments were selected utilizing the *General Education Assessment: Authentic Assignment Tool* and the *General Education Assessment: Authentic Assignment Worksheet* established by Committee members.
- It is anticipated that G.E.A.R.S. will be accessible to faculty by the last day of May Learning Institute. The Committee recommends that GEARS has a strong, easily accessible presence to facilitate use.

Note: This resource will be actively maintained by the Instruction Committee on an ongoing basis.

- After a review of the available faculty feedback from the 2014 May Learning Institute on the TCC General Education Competency Rubrics, the committee has found that the data are insufficient and limited in scope.
- Until GEARS is ready for faculty use and the Instruction Committee has been able to engage faculty thorough the May Institute session, the committee is currently reviewing other options for gathering feedback on the rubrics from TCC’s Assessment Coaches.
- Assessment Coaches have detailed and practical knowledge of the rubrics and their feedback could prove very valuable in recommending appropriate changes and/or validating usefulness.
(Gonzalez, B. Jan 2015 Instruction Committee Mid-Year Report).
- A summary of actions to revise bylaws to incorporate language establishing ongoing responsibility is provided for each bullet.
 - Reviewing and recommending revisions of the General Education Assessment Plan: Ongoing
 - Reviewing and revising of the General Education Assignment Resource: Ongoing
 - Reviewing and recommending revisions of the Process and Timeline for Review of Official Course Outlines: Instruction Committee has discussed this heavily and will propose a future charge for the creation of a more user-friendly document.
 - Reviewing and recommending changes to the TCC General Education Competency Rubrics based on college-wide faculty feedback. See summary above provided by Dr. Gonzalez.

In addition to formal charges presented to Instruction Committee for 2014-2015 academic year, action was also taken to address the following items designated under New Business:

- Reviewed and made recommendations to TCC Official Course Syllabus Template.
 - March 3, 2015: Added language to satisfy Policy 1401, Moved TCC Alerts information from Emergency Procedures to Inclement Weather section, Deleted verbiage formerly Disability Services from Educational Accessibility.
 - March 31, 2015: Added language in instructions and within template to reflect Course Description, General Education Core Competencies, Course Requisites, and Measurable Learning Outcomes must not be altered.
- Conducted working retreat on March 27, 2015 in collaboration with General Education Assessment Coaches to review authentic assignments for inclusion in G.E.A.R.S. website.
- Solicited Feedback on Policy 2105 Draft: Academic Standards for Course Outlines, Syllabi, and Assessment of Learning. Feedback was collated and forwarded to Office of Academic Affairs.
- Provided feedback to PAPC Chair on proposed TCC Mission and Vision Statements.
- Met with Curriculum Subcommittee and provided feedback on General Education Course Approval Guidelines for submission to AVP for Academics
- Submitted recommendations to Vice President for Academic Affairs for Instruction Committee Charges, 2015-2016.

Planned Actions/Goals:

- 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 2015 Academic Standards.
- Establish ongoing assessment responsibilities in the Instruction Committee Bylaws.
- Recommend a reporting template and process to close the assessment loop; specifically, the use of assessment results and the subsequent impact.
- Recommend content for professional development modules specific to general education assessment.
- Increase awareness of General Education Assessment and plan opportunities for faculty to provide feedback.