

INSTRUCTION COMMITTEE

Meeting Minutes

April 6, 2018

10:00am in Virginia Beach, Joint-Use Library Building, Room L-206

Meeting Facilitator: Steve Litherland (D)

Recorder: Brittany Horn (VB)

In Attendance:

Lisa Carter (Information Systems-B), Jennifer Ferguson (District), Mark Frederick (Communications-N), Brittany Horn (Libraries-B), Harlan “Skip” Krepcik (Industrial Technologies-P), Corrine Lilyard-Mitchell (Fine Arts-P), Steve Litherland (District), Richard McCammon (Humanities-N), Angela Slaughter (Business Management-P)

Absent:

Glenn “Bert” Fox (Social Sciences-C), Amanda Leo (Past Chair), Victoria Proffitt (Mathematics-P), Kerry Ragno (Dean-N), Beno Rubin (Dean-C), Megan Taliaferro (Natural Sciences-B), Ivory Warren (Public Services-N)

I. Roll call/ Introductions

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

II. Appointment of Substitute Chair

A motion was made to nominate Steve Litherland to serve as facilitator of meetings. The motion was approved unanimously.

III. Approval of Minutes from March meeting and IC Retreat

The committee discussed item C (Policy 2105 Proposal) from the March meeting minutes regarding the roles of the dean versus program chairs.

A motion was made to approve the March meeting minutes with changes. The motion was approved.

A motion was made to approve the March retreat minutes. The motion was approved.

IV. Open Issues

A. Membership review

Steve presented a chart of committee membership with vacancies and seats needing to be filled as members rotate off. New members should attend the May 4th meeting for the election of next year’s officers per the bylaws.

B. Civic Engagement Update

Jennifer Ferguson reviewed the email to be sent to faculty from a newly established IC email account. The committee recommended further revisions.

C. Transfer Institute and Assessment Charrette

Jennifer reported on recent attendance at the Virginia Transfer Institute, where representatives from TNCC, ODU, and TCC discussed strategies for transfer. A follow-up meeting with TNCC, ODU and TCC is scheduled for May.

TCC participated in an assessment charrette sponsored by SCHEV for feedback on institutional general education assessment plans. TCC received positive feedback from the other institutions’ representatives.

D. Sub-Committee Updates

- **Instructional Resource (Repository and Faculty Academies)**

Create PDFs, instructional videos, and/or other resources to add to the repository and share with faculty at the Academies

Members: Mark Frederick (lead), Megan Taliaferro, Amanda Leo, Chris McCammon

The subcommittee's work is on hold until GEA changes are complete. GEARS has been updated, and new authentic assignments have been added.

- **Template (Syllabus Builder and Course Outline Timeline)**

Work on IC charges 1 and 4 (see below).

Members: Lisa Carter, Angela Slaughter, Rita Bouchard (lead), Corrine Lilyard-Mitchell

The subcommittee presented a proposal with conditional recommendations related to IC charges 1 and 4. TCC policies regarding the use of the Syllabus Builder could resolve problems with keeping syllabi up-to-date, complete with required components, and on file in the division offices.

- **Communication (~~Governance Portal, Website Design, Town Halls~~)**

Update Governance website.

Members: Brittany Horn, Ivory Warren, Bert Fox (lead), Steve Litherland

The IC website and GEARS are up-to-date.

E. Develop proposed charges for 2018-2019

IC discussed these 2018-2019 Proposed Charges as a starting point to be continued at the next meeting:

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 2015 Academic Standards.
2. Collaborate with Faculty Professional Development to provide professional development content specific to general education assessment and instructional resources.
3. Facilitate rubric revisions as needed for general education assessment competencies based on SCHEV policy and VCCS guidelines.
4. Determine the committee's role in advancing Guided Pathways.

V. New Business

A. IC 2017-2018 Proposed Charges

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 2015 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.

VI. Next Meetings

2017-2018 Academic Meeting Dates & Campus Locations:

May 4th (N)

VII. Adjournment

The meeting adjourned at 12:10pm.