

INSTRUCTION COMMITTEE

Meeting Minutes

December 1, 2017

10:00am in Norfolk, Martin Building, Room 2610

Meeting Facilitator: Josh Howell, Chair

Recorder: Brittany Horn

In Attendance: Rita Bouchard (Health Professions-P), Lisa Carter (Information Systems-B), Jennifer Ferguson (District), Glenn “Bert” Fox (Social Sciences-C), Mark Frederick (Communications-N), Brittany Horn (Libraries-B), Josh Howell (English-N), Amanda Leo (Past Chair), Corrine Lilyard-Mitchell (Fine Arts-P), Steve Litherland (District), Richard McCammon (Humanities-N), Angela Slaughter (Business Management-P), Megan Taliaferro (Natural Sciences-B), Ivory Warren (Public Services-N)

Absent: Harlan “Skip” Krepcik (Industrial Technologies-P), Victoria Proffitt (Mathematics-P), Kerry Ragno (Dean-N), Beno Rubin (Dean-C),

I. Roll call/ Introductions

The meeting was called to order at 10:06am. Quorum was established.

II. Approval of Minutes

The minutes from the November meeting was approved with edits.

III. Open Issues

A. Bylaws Vote

- The revised bylaws were approved for recommendation to the PAPC with revisions.

B. Jennifer Ferguson – Update on Rubrics (Scientific Reasoning/Critical Thinking)

- In Fall 2018, TCC will have to submit a reporting mechanism for General Education competencies: Civic Engagement, Quantitative Reasoning, Critical Thinking, and Written Communication. Two other competencies will be assessed, but they haven’t been selected yet.
- The deadline for the Civic Engagement rubric is November 2018.
 - A new ad hoc committee on Civic Engagement will include members of IC and deans from across the College. IC members interested in serving on this committee should let Josh, Jennifer, or Brittany know by the January meeting.
 - As a starting point to initiate the conversation, Jennifer shared information from the Massachusetts Civic Engagement Assessment Framework since the AAC & U rubric doesn’t work for TCC. The conversation will include identifying activities already taking place across curricula, developing “Best Practices,” and considering the development of partnerships with volunteer organizations, which could tie in with P.A.C.E. experiential learning activities.
- Jennifer reported on the results of the beta testing of the revised Scientific Reasoning and Critical Thinking rubrics. The report will be sent to the faculty who worked on the revisions. The report compares the results of the Fall 2016 sample assessed with the original rubrics, as well as a subsample of the original assignments and student work products assessed with the original rubrics and the revised rubrics.
- IC discussed making recommendations to support Jennifer’s department in getting timely submissions of assignments and student work products from faculty per Policy 2105.

C. Subcommittee Selection and Breakouts

- There are now three subcommittees:
 - 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. Mark Frederick shared a PPT presentation made previously that can be updated to inform faculty about the history of GE assessment at TCC.
 - Members: Mark Frederick (lead), Megan Taliaferro, Amanda Leo, Chris McCammon
 - 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
 - Communication (Governance Portal, Website Design, Town Halls): Update Governance Portal and website. Make recommendations for town hall.
 - Members: Brittany Horn, Ivory Warren, Bert Fox (lead), Steve Litherland
- Each subcommittee is charged with completing assigned work by the March retreat, where members will report on progress.
- Subcommittees broke out to discuss charges.

IV. 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.

B. Subcommittee Groups

- a. Instructional Resource (Repository and Faculty Academies)
- b. Template (Syllabus Builder and Course Outline Timeline)
- c. Communication (Governance Portal, Website Design, Town Halls)

V. Next Meetings – 2017-2018 Academic Meeting Dates & Campus Locations:

2018: January 12th (C), February 2nd (VB), March 2nd (N), March 23rd Retreat (C), April 6th (VB), May 4th (N)

VI. Adjournment

The meeting adjourned at 11:15am.