

# **INSTRUCTION COMMITTEE**

## **Meeting Minutes**

February 9, 2016

2:00 pm in Norfolk, District Green Building, Room 502

Meeting Facilitator: Amanda Leo, Chair

Recorder: Heather Fitzgerald

**In attendance:** Michael Blankenship ( ENG-C), David Brandt (MTH-C), Jennifer Ferguson (District), Heather Fitzgerald (LIB-B), Mark Frederick (CST-N), Amanda Leo (HP-B), Lydia Leporte (BUS-B)-remote, Don Mendonsa (IS-C)-remote, Kerry Ragno (Dean-N), Beno Rubin (Dean-C), Lara Tedrow (SS-N), Ivory Warren (PS-N)

**Absent:** Steve Litherland (District), Christine Damrose-Mahlmann (PAPC), Jessica Lynam (HUM-P), Don Remy (IT-C)

**Guests in Attendance:** Kimberly Bovee (Director of Planning & Accountability, Institutional Effectiveness); Garrison Libby (Librarian-B); Dianne Stanbach (ENG-B)

### **I. Call to Order**

The meeting was called to order at 2:10pm. Quorum was established. The IC introduced themselves and welcomed new members Beno Rubin (Dean-C) and Jessica Lynam (SPA-P). Blackboard Collaborate shell was set up for the meeting and two members attended remotely.

### **II. Guest Speakers**

- Kim Bovee, Garrison Libby, and Dianne Stanbach presented about SACSCOC reaffirmation visit, the QEP, and PACE (Progressive Academic and Career Experience).

### **III. Approval of minutes from last meeting**

- The January minutes were approved.
- Update on the IC Website:
  - As of February 9<sup>th</sup>, the “Resources” links are correctly linked.
  - It has been requested that Beno and Jessica be added to the member representation chart.

### **IV. Open issues**

#### **A. Instruction Committee Webpage – progress updates**

- Amanda Leo has reached out to former IC Chairs to obtain missing reports. The 2013-2014 annual report is now available.
- Under “Resources” there will be a link to Policy 2105.

#### **B. General Education Committee – update on status**

- The first meeting of the General Education Committee task force was on February 5<sup>th</sup>. All general education competencies were represented.
- David Kiracofe will serve as Chair. Stacey Deputy will serve as Recorder.
- Bylaws will be discussed at their next meeting.

#### **C. Subcommittee Reports on progress to date**

##### **a. GEA PD Modules / GEARS Awareness**

- Jennifer and Kerry talked with the Deans last week. A faculty survey has been developed to guide focus groups. The survey will go out to those faculty who participated in the Fall assessment of the

competencies Oral Communication and Cultural & Social Understanding. Two focus group sessions are anticipated to occur in April, one during the day on the Virginia Beach Campus and one during the evening on the Norfolk Campus.

**b. GEA Reporting**

- Assessor training will occur on Friday, March 18<sup>th</sup> at the Norfolk Campus.
- Focus groups will be used to gather feedback to inform GEA PD modules and guide awareness efforts.

**V. New business**

**A. Catalog Disclaimer**

- The IC reviewed the Catalog Disclaimer that will be added to the College Catalog and recommendations will be submitted to Dr. DeMarte

**B. Committee Openings**

- Upcoming openings on the committee must be reported to the PAPC Chair by February 15.

**C. G.E.A.R.S**

- It was agreed that GEARS will be the acronym instead of G.E.A.R.S.
- A fillable PDF of the Authentic Assignment Tool was added to GEARS.
- The FAQs have been updated.

**D. IC Retreat**

- The IC retreat will be on March 25<sup>th</sup>, on the Virginia Beach Campus.
- Agenda to be determined.

**E. Subcommittee Break Out sessions**

**a. GEA PD Modules / GEARS Awareness**

- Mark Frederick, Mike Blankenship, and Don Mendonsa shared ideas for email teasers leading up to May Learning Institute. Emails may include: What is GEARS? How does GEARS apply to me? Why should I contribute to GEARS? GEARS: Shift your approach

**b. GEA Reporting**

- Nothing additional to report other than focus group information shared above.

**VI. Next meetings**

**2015 – 2016 Academic Meeting Dates & Campus Locations:**

**A. Spring 2016:** Mar. 1 (C) (due to spring break schedule), Mar. 25 (B)(Friday Retreat), Apr. 12 (N), May 10 (C)

**B. May Learning Institute:** May 11-12, Chesapeake

**VII. Adjournment**

- The meeting adjourned at 4:26pm.