INSTRUCTION COMMITTEE
Meeting Minutes
January 12, 2018
10:00am in Norfolk, Martin Building, Room 2610

Meeting Facilitator: Josh Howell, Chair
Recorder: Josh Howell

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), Josh Howell (English-N), Amanda Leo (Past Chair), Steve Litherland (District), Richard McCammon (Humanities-N), Megan Taliaferro (Natural Sciences-B), Ivory Warren (Public Services-N)

Absent: Harlan "Skip" Krepcik (Industrial Technologies-P), Brittany Horn (Libraries-B), Corrine Lilyard-Mitchell (Fine Arts-P), Victoria Proffitt (Mathematics-P), Kerry Ragno (Dean-N), Beno Rubin (Dean-C), Angela Slaughter (Business Management-P)

I. Roll call/ Introductions
The meeting was called to order at 10:00am. Quorum was established.

II. Approval of Minutes
The minutes from the December meeting was approved with no edits.

III. Open Issues

A. Subcommittee Work Session Reports
Note: These reports were compiled from subcommittee leads with no edits

Communication Subcommittee

Motions for consideration by the Instruction Committee
Pursuant to our charges concerning the governance portal and town halls, the Communication Subcommittee presents the following motions to the Instruction Committee for consideration. If approved by the Instruction Committee, we recommend these motions be formally made by the Instruction Committee Chair at the next PAPC meeting.

1. The Instruction Committee moves that the governance town halls be held in person in order to increase faculty engagement, avoid inevitable technology disruptions, and signify the importance of participation in shared governance.
2. The Instruction Committee moves that the governance portal be hosted in Blackboard in order to take advantage of existing faculty proficiency with Blackboard, the superior tools for communication and collaboration, and the considerable investment the College has already made in developing a governance portal in Blackboard.

Instructional Resource (Repository and Faculty Academies)

Purpose: 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

Committee members reviewed the Professional Development Modules (see attached) for creating and implementing training PowerPoints/videos. The plan is to create at least 3-4 Modules in this Spring 2018 semester, including History & Background, Assessments, Resources, and Rubric Modules. The tentative timetable for completion is as follows:

Module 1 – History and Background completed by February Instruction Committee Meeting

Module 2 – Assessments completed by March Instruction Committee Meeting

Module 3 & possibly 4 completed by April Instruction Committee Meeting

Other repository material will be reviewed and updated by the final Instruction Committee Meeting in May.

Template (Syllabus Builder and Course Outline Timeline)

Charge 1: Review and recommend any revisions to policies, procedures, plans related to course outline review and course syllabus templates.

Charge 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.

Plan and Timeline:

1.   Review existing college policies and procedures regarding course outline review and use of syllabus templates. Deadline: February College Instruction Meeting (2/2)

2.   Collaborate with College Curriculum Committee chair for input/ recommendations for course outline and syllabus review. Deadline: February College Instruction Meeting (2/2)

3.   Establish recommendations for Syllabus Builder which include the following:

Ease of use and accessibility by faculty

Development of instructional materials related to use and troubleshooting

Mechanism for review of templates for currency and accuracy (e.g. TCC alerts, contact numbers, etc.)

Mechanism for monitoring compliance with policies and procedures. Item 3 Deadline: Instruction Committee Retreat (3/23)*

4.   Develop a process/timeline for official course outline review which will include identification of appropriate policy/procedure document. Deadline: Instruction Committee Retreat (3/23)*

*Sub-Committee reports to be presented for input/revision/approval by Instruction Committee.

B.   Presentation by Kim Bovee – Performance Funding and Alignment
   a.   This presentation can be obtained by contacting Kim Bovee directly at kbovee@tcc.edu

C. Civic Engagement Ad Hoc Update
   a. Josh and Jennifer shared that they would be piloting a faculty/staff testing of the rubric adapted from the Massachusetts Civic Engagement Assessment Framework since the AAC & U rubric doesn't work for TCC. The pilot group contains faclty/staff from all four campuses, across multiple disciplines.
   b. The Ad Hoc will be formed after the initial pilot of the rubric.
   c. Kellie Sorrey will be contacted about potential tracking of Civic Engagement opportunities for student populations.
   d. The deadline for the Civic Engagement rubric is November 2018.

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

VI. **Adjournment**
The meeting adjourned at 12:25pm.