

## ***INSTRUCTION COMMITTEE***

### ***Meeting Minutes***

March 2, 2018

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

**Meeting Facilitator:** Josh Howell, Chair

**Recorder:** Brittany Horn

#### **In Attendance:**

Rita Bouchard (Health Professions-P), Glenn “Bert” Fox (Social Sciences-C), Mark Frederick (Communications-N), Brittany Horn (Libraries-B), Josh Howell (English-N), Harlan “Skip” Krepcik (Industrial Technologies-P), Amanda Leo (Past Chair), Steve Litherland (District), Richard McCammon (Humanities-N), Ivory Warren (Public Services-N)

#### **Absent:**

Lisa Carter (Information Systems-B), Jennifer Ferguson (District), Corrine Lilyard-Mitchell (Fine Arts-P), Victoria Proffitt (Mathematics-P), Kerry Ragno (Dean-N), Beno Rubin (Dean-C), Angela Slaughter (Business Management-P), Megan Taliaferro (Natural Sciences-B)

### **I. Roll call/ Introductions**

The meeting was called to order at 10:05am. Quorum was established at 10:09.

### **II. Approval of Minutes**

The minutes from the February meeting were approved.

### **III. Open Issues**

#### **A. Discussion about March Retreat**

The Retreat is planned for March 23<sup>rd</sup> at the Chesapeake Campus from 10:00am-2:00pm. Lunch will be provided by the Chair. The bulk of the Retreat will be spent on assessment and the rubrics. Sub-committees will have time to present their final work. IC will also be able to discuss and/or vote on Policy 2105 proposals.

#### **B. Update on Educational Accessibilities Statement**

Josh received comments about the statement after sending the email about the boilerplate message. The Educational Accessibilities Office was pleased with the addition of the statement to the syllabus template.

#### **C. Policy 2105 Proposal**

The ongoing trend of faculty not complying with requests for submission of student work products and assignments per the policy (and despite the expectations documented in the FDEP and the Faculty Handbook) is problematic. IC discussed options for encouraging compliance with assessment efforts by establishing consequences for faculty who do not participate with a statement to be added to Policy 2105 as follows:

##### 4.3.3

Faculty will provide documentation of activities and completed assignments for the General Education Assessment Plan within the current academic semester for selected students. Failure of teaching faculty to submit documentation of activities and assignments within the timeline specified by the General Education Assessment Office may result in a letter of non-compliance in their faculty personnel file and/or subsequent corrective action as deemed appropriate by their supervising dean.\*\*

*\*\*TCC FDEP states: Satisfactorily perform assigned administrative supervisory, leadership, or other non-teaching duties to include program review and assessment as required by SACS, other program accreditation agencies and/or ongoing best institutional practices.*

The motion to approve the recommendation of this proposal was approved unanimously.

#### **D. Civic Engagement Update**

An email will be sent to faculty after Spring Break to provide information and to garner support for the new Civic Engagement competency. This will be the first new competency since 1996 for TCC. Work is needed to develop a rubric for this competency.

#### **E. Sub-Committee Updates**

The subcommittee charges should be completed by May.

Instructional Resources: Mark Frederick reported that the subcommittee is working with John Morea on the development of videos. Fred Stemple and some instructional designers from Faculty Professional Development have offered assistance. Two or three videos will fulfill the sub-committee's charge.

Template: Rita Bouchard reported that the subcommittee has identified areas of concern and necessary updates. A proposal will be presented at the Retreat.

Communication: Bert Fox reported that the website has been updated. The group will continue their work and consider other content for the website.

### **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 Resources (Repository and Faculty Academies)
- b. Template (Syllabus Builder and Course Outline Timeline)
- c. Communication (Website Design and Content)

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

March 23<sup>rd</sup> Retreat (C), April 6<sup>th</sup> (VB), May 4<sup>th</sup> (N)

### **VI. Adjournment**

The meeting adjourned at 11:25am.