

INSTRUCTION COMMITTEE

Retreat Meeting Minutes

March 25, 2016

1:00 pm in Virginia Beach, Joint Use Library-Room L209

Meeting Facilitator: Amanda Leo, Chair

Recorder: Heather Fitzgerald

Attended: Michael Blankenship (ENG-C), David Brandt (MTH-C), Jennifer Ferguson (District), Heather Fitzgerald (LIB-B), Amanda Leo (HP-B), Lydia Leporte (BUS-B), Steve Litherland (District), Don Mendonsa (IS-C), Don Remy (IT-C), Lara Tedrow (SS-N)

Absent: Christine Damrose-Mahlmann (PAPC), Mark Frederick (CST-N), Kerry Ragno (Dean-N), Beno Rubin (Dean-C), Ivory Warren (PS-N)

Guests in attendance: Tim W. Merrill-- Director of Institutional Research, Randolph-Macon College, President, Virginia Assessment Group

I. Roll call/ Introductions

- The retreat was called to order at 1:11 pm. Quorum was established.

II. Welcome/ Overview

- The Committee was welcomed and the retreat agenda reviewed.

III. Virginia Assessment Group: Presentation by Tim Merrill

- Tim W. Merrill-- Director of Institutional Research, Randolph-Macon College, President, Virginia Assessment Group presented via BB Collaborate.
- The Virginia Assessment Group annual meeting consisted of about 120 people from two and four year institutions.
- Jennifer Ferguson is on the Board serving as the 2-year public member at-large.
- The ultimate goal of the Virginia Assessment Group is to determine what faculty need, to find out how to use results of assessment, and to develop procedures and processes to share assessment information.
- After the presentation, the Committee discussed how to use results to improve student learning.
 - Jennifer Ferguson facilitated a conversation about the results to date of the faculty focus group surveys.

IV. Approval of minutes from last meeting

- The March 1st minutes were approved pending a punctuation edit.

V. Open issues

A. Visual Communications Update

- Amanda Leo and Heather Fitzgerald met with Mary Beth Apperson on March 4th.
- Visual Communications is working on the following:
 - Redirect to GEARS from www.tcc.edu/gears
 - New “look” for GEARS (needed before the Learning Institute). This should include a dynamic, moving image of gears.
 - Bookmark with new look (needed before the Learning Institute).
 - Unit logo for the Instruction Committee.

- Email template with new look embedded.

B. Faculty Focus Group Survey Analysis and Discussion

- 66 people were sent an 8 question survey developed by Instruction Committee.
- 18 responses were received as of this meeting, 2 RSVPS were received for focus group sessions.
- Jennifer Ferguson made 30 phone calls to follow up on the survey.
- The Committee suggested a glossary be added to GEARS to provide more information about the general education assessment process.
- The Committee also recognized a need to increase awareness of GEARS for adjunct faculty.
- The Committee discussed a need for a formal recommendation for faculty professional development modules relative to general education assessment.

VI. Break

VII. New business

A. Determining Authentic Assignments using updated AAT – led by Amanda Leo

- The Committee was tasked with reviewing authentic assignments for possible inclusion on GEARS.
- The new fillable AAT was explained and utilized to review personal development and social & cultural understanding assignments.

B. Group Work: Determining Authentic Assignments for GEARS

- Committee members divided into pairs and used the AAT to select assignments for addition to GEARS.

VIII. Next meetings- 2015 – 2016 Academic Meeting Dates & Campus Locations:

A. Spring 2016: Apr. 12 (N), May 10 (C) Regional Automotive Center

B. May Learning Institute: May 11-12, Norfolk

IX. Adjournment

- The retreat adjourned at 3:50 pm.