

# INSTRUCTION COMMITTEE

## Meeting Minutes

May 10, 2016

2:00 pm, Regional Automotive Center, Conference Room 102

**Meeting Facilitator:** Amanda Leo, Chair

**Recorder:** Heather Fitzgerald

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

**Absent:** David Brandt (MTH-C), Christine Damrose-Mahlmann (PAPC), Steve Litherland (District), Don Remy (IT-C)

**Guest in attendance:** Sarah DiCalogero, Online Learning Committee Chair

### I. Roll call/ Introductions

- The meeting was called to order at 2:07pm. Quorum was established.

### II. Guest Speaker: Sarah DiCalogero, Online Learning Committee (OLC) Chair

- Sarah shared OLC's recommendations for re-formatting the TCC Official Course Syllabus Template and adding a table of contents, in hopes of creating a more streamlined, indexed syllabus for integration in Blackboard.
- This recommendation was tabled until September pending the review of the online version of the syllabus template (as developed by Kelli Sorey and John Morea).

### III. Approval of minutes from last meeting

- The April 12th minutes were approved.

### IV. Open issues

#### A. PAPC Update

- Amanda Leo provided an update from the May 6, 2016 PAPC meeting.
- Monica McFerrin was elected PAPC Chair and Jeannetta Hollins as Recorder.
- The new vision statement was voted on and 61% (441 responses) voted for option 1 of the statement.
- Dr. Boyd shared that all communications from TCC employees are subject to FOIA.
- College-wide Convocation will be on Friday, August 19<sup>th</sup> from 9-11 at the Roper. Campus Convocations will occur on the same day at 1PM.
- Online Learning Committee reported that Cameron Russell has been elected chair.
- The Staff Picnic will be at Suffolk site on Friday, September 9<sup>th</sup> from 4:30-7.
- Global Learning Committee reported that the Tradium students will be on campus in October.

#### B. Visual Communications update

- Visual Communications has completed all tasks requested. The IC now has:
  - A redirect to GEARS [www.tcc.edu/gears](http://www.tcc.edu/gears)
  - A GEARS bookmark available for distribution
  - Moving GEARS image for website
  - Email template for communications from the IC
  - A GEARS unit logo
  - An IC unit logo

### **C. GEARS - awareness update**

- The fourth (and final) email for GEARS leading up to Learning Institute was sent out on Monday, May 2<sup>nd</sup>.
- For future emails on GEARS, the email template that was developed by Visual Communications can be used.

## **V. New business**

### **A. Request from Thomas Stout**

- Thomas Stout requested that the IC consider the following additions to the course syllabus template including:
  - Adding a statement: “Withdrawal from a course may affect your SAP status.”
  - Adding a link to the tuition refund and appeal process:  
<http://web.tcc.edu/students/admissions/tuition/TuitionRefunds.htm>
- The Committee tabled these discussions until the Fall as a discussion arose on whether this statement was broad enough to cover the larger topic of SAP (Standards of Satisfactory Academic Progress).
- The Committee suggested a future conversation about comparing the content in the syllabus to that in the Student Handbook.

### **B. IC 2016-2017 Draft Charges**

- The draft charges have been submitted to Dr. DeMarte to review and provide feedback.
- The IC will vote on charges in September.
- Proposed charges are as follows:
  - 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 2105 Academics Standards
  - Establish proposed definitions for methods of assessment to be included on the TCC Official Course Outline
  - Establish proposed glossary of terms for the Quantitative Reasoning general education competency rubric
  - Collaborate with Faculty Professional Development Committee to provide professional development content specific to general education assessment
    - Plan opportunities to increase adjunct awareness of general education assessment through communication and dissemination of information

### **C. Literary resources for IC webpage**

- The Committee received a list of literary resources that have potential to be included on the Committee’s governance website.
- Committee members were encouraged to choose at least one book to review over the summer and provide feedback on whether or not the book should be listed under the “Resources” section of the website.

### **D. 2016-2017 Instruction Committee meetings**

- The dates for the 2016-2017 Instruction Committee meetings were determined.
- Meetings remain on the second Tuesday of the month from 2-4:30pm and will rotate between Virginia Beach, Norfolk, and the Regional Automotive Center.

**VI. Next meetings- Proposed 2016 – 2017 Academic Meeting Dates & Campus Locations based upon current membership:**

**A. Fall 2016:** September 13 (B); October 11 (N); November 8 (RAC); December 13 (B)

**B. Spring 2017:** January 10 (N); February 14 (RAC); March 14 (B); Retreat-March 31 (N); April 11 (RAC); May 9 (B)

**C. May Learning Institute-**date and location TBD

**VII. Adjournment**

- The meeting adjourned at 3:32pm.