

# *INSTRUCTION COMMITTEE*

## *Meeting Minutes*

May 5, 2017

9:00 Virginia Beach Campus, Joint Use Library, Meeting Room L-103

**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), Steve Litherland (District), Don Mendonsa (IS-C), Kerry Ragno (Dean-N), Beno Rubin (Dean-C), Megan Taliaferro (NS-B), Ivory Warren (PS-N)

**Absent:** David Brandt (MTH-C), Harlan Krepcik (IT-P), Monica McFerrin (PAPC), Lara Tedrow (SS-N)

**Guests in attendance:** Brittany Horn (LIB- B), Josh Howell (ENG-N), Dianne Stanbach (HUM-B), Lisa Carter (IS-B)

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

- The meeting was called to order at 9:15 am. Quorum was established. Committee members introduced themselves and welcomed new members for the 2017-2018 academic year.

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

- The April minutes were approved. \*All minutes from the 2016-2017 academic year are available on the Instruction Committee's website <https://web.tcc.edu/welcome/collegeadmin/gov/instruction/>.

### **III. Open issues**

#### **A. Academic Affairs Update**

- Steve Litherland presented information on the reduction to Library Services beginning May 9<sup>th</sup>.
- Staff reductions, library service hours, and collection development funds are affected. The Joint-Use Library hours remain the same.
- There is an information guide that highlights Library Resources when the campus libraries are closed. <http://libguides.tcc.edu/closed>
- There will also be a printed handout that faculty may link to Blackboard or distribute to their students.

#### **B. General Education Assessment Update**

- Jennifer Ferguson presented an update to General Education Assessment.
- Discipline-specific results for Critical Thinking are on SharePoint (as opposed to GEARS as suggested in the April minutes.) To access these results, go to Academic Affairs>Academic Initiatives>General Education Assessment.
- Assignment charrettes will be offered in the Fall.
- At the Learning Institute, there will be a session for Scientific Reasoning and Critical Thinking where faculty can ask questions and see the progress on rubric revisions.
- Civic Engagement is included in SHEV's current draft of their assessment policy.

#### **C. PAPC Update**

- Amanda Leo presented an update from the last PAPC meeting.
- Motions were made from Virginia Beach Senate to make the Past-Chair an Ex-Officio member. It was proposed that the College-wide Senate Chair serve a maximum of 2 years.
- There was a proposal for a Promotions Committee.

- The General Education Committee was approved by Executive Staff to become a stand-alone governance committee.
- The Online Learning Committee (OLC) received approval to have an online grade appeal process appear in the College Catalog.
- The OLC discussed an online Blackboard training for students.
- Faculty Development Day will be on August 18<sup>th</sup> and will be themed around Guided Pathways. The call for proposals for breakout sessions has been extended. There will be no technology showcase.

#### **D. IC Membership 2017-2018**

- Amanda Leo presented an update to IC membership for 2017-2108.
- The IC is seeking more representatives from Portsmouth and an adjunct.
- Vacancies exist for Business Management, Mathematics, and Health Professions.
- Amanda Leo will serve for one year as the Ex-Officio member--Past Chair of Instruction Committee.
- Mike Blankenship (ENG-C) will be rolling off and will be replaced by Josh Howell (ENG-N)
- Dianne Stanbach (HUM-B) will represent the Humanities/Fine Arts/Arts and Design domain.
- Don Mendonsa (IS-C) will be rolling off and will be replaced by Lisa Carter (IS-B).
- Heather Fitzgerald (LIB-B) will be rolling off and will be replaced by Brittany Horn (LIB-B).
- Lara Tedrow (PSY-N) will be rolling off and will be replaced by Bert Fox (PSY-C).

#### **E. Statement on Campus & Student Involvement**

- The IC approved a statement drafted by Alicia Phillips and Nancy Prather-Johnson on campus and student involvement for optional inclusion in the syllabus and/or course materials.

#### **F. Blackboard Course Syllabus Builder Tool**

- Training for the Blackboard Course Syllabus Builder Tool will occur in the Fall of 2017. This tool is anticipated to launch in the Spring of 2018.

### **IV. New business**

#### **A. IC Charge Topics**

##### **• Rubric Revisions**

- The Critical Thinking and Scientific Reasoning rubrics are currently being revised.
- Quantitative Reasoning will be the next rubric to be revised in the Fall of 2017.
- The Written Communication rubric will be revised in Spring of 2018.

##### **• Professional Development Content**

- Mark Frederick is working with Learning Technologies to create the voiceover for the General Education Assessment Part I module.

##### **• GEARS emails & website**

- The Instruction Committee will continue to send emails periodically connecting IC work to college initiatives (such as Guided Pathways, General Education Assessment, etc.).
- The GEARS website will continue to have information pertinent to General Education Assessment. SharePoint will also be a resource for results by discipline.

##### **• IC Role in Guided Pathways**

- The IC created a Fact Sheet outlining the Committee's role with Guided Pathways.

#### **B. Proposed IC Charges for 2017-2018 Academic Year**

- Review and recommend any revisions to policies, procedures, plans, or other relevant documents 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 Academic Standards.
- Collaborate with New Faculty Academies (full-time and adjunct) to provide professional development content specific to general education assessment and instructional resources.
- Facilitate rubric revisions for the general education assessment competencies of scientific reasoning and written communication.
- Document a process and timeline for official course outline review and make recommendations for its inclusion in appropriate policy, procedure, or other relevant documents.

**C. Election of Officers for 2017-2018 Academic Year**

- Josh Howell was elected as Chair.
- Brittany Horn was elected as Recorder.

**D. Next meetings**

- **2017-2018 Academic Meeting Dates (Locations TBD):**
  - 2017: September 8<sup>th</sup> (N); October 6<sup>th</sup>, November 3<sup>rd</sup>, December 1<sup>st</sup>
  - 2018: January 12<sup>th</sup>, February 2<sup>nd</sup>, March 2<sup>nd</sup>, March 23<sup>rd</sup> (Retreat), April 6<sup>th</sup>, May 4<sup>th</sup>

**V. Adjournment**

- The meeting adjourned at 11:15 am.