

TCC Instruction Committee Minutes

Date: Nov 11, 2014

Time: 2PM

Location: Joint-Use Library, Virginia Beach Campus, Meeting Room L-102

Guests: None

In Attendance: Heather Fitzgerald (B), Jennifer Ferguson (B), Barbara Blake-Gonzales (C), Lydia LePorte (B), Steve Litherland (N), Don Mendonsa (C), Don Remy (C)

I. Call to Order

Meeting was called to order 2:01pm

II. Correction and Approval of minutes

1. Corrections to the October minutes included moving Jennifer and Steve from “Guest” to “In Attendance” category and removing the incorrectly listed vacancy for Information Systems.
2. Quorum was not present, so minutes will be sent out for an email vote

III. Guest Speakers

None

IV. Report

None

V. Open Business

1. Charges for next year
The Committee reviewed the 2014-2015 Charges and mentioned faculty feedback from the May Learning Institute (Charge 2) and focusing on membership to recommend changes to bylaws (Charge 3, Bullet Item 5). There was a brief mention of Heather providing a demonstration of LibGuides, which could be used as an online resource for faculty to share assignments (Charge 1).
2. New members and quorum issues for PAPC in January 2015
According to the current bylaws, there are 23 members of the Instruction Committee. Barbara posed the question as to if we need this many members. The committee agreed that membership should not be campus-based, but representation should be by domain to reflect TCC's "one college" philosophy. Barbara will check to see if Lara Tedrow (N) is still a member. Jennifer mentioned that Cynthia Tucker (P) is rotating off and that a replacement name will be emailed to Barbara. The PAPC meeting is on January 27th, 2015. At this time, Barbara will present the Instruction Committees suggestions for changes to the bylaws:
 - a. Definition of quorum to be added to bylaws as researched by Steve, “Quorum is a simple majority of filled vacancies.”
 - b. Changes to membership domains and represented disciplines

- Eliminate (1) Full-time Classified Employee
- Eliminate (2) Full-time Counselors
- Eliminate (1) Developmental Education (but add Dev Ed as a represented discipline under Math and English) *Making 1-2 members from English domain and 1-2 members from Math domain*
- Eliminate (1) Art and Design (but add Art and Design as a represented discipline under Humanities/Fine Arts) *Making 1-2 members from Humanities/Fine Arts domain*
- Eliminate (1) Engineering Technology (but add Engineering technology as a represented discipline under Industrial Technology) *Making 1-2 members from Industrial Technologies
- c. Allow for Ex-Officios to be voting members (in accordance to Robert's Rules of Order).
- d. Include an official process for filling vacancies

Proposed Revision to Faculty Representation chart in Bylaws:

<u>No. of Reprs.</u>	<u>Domain</u>	<u>Discipline Represented</u>
1-2	English	ENG/Developmental
1	Communication	CST (Speech), ESL
1-2	Humanities/ Fine Arts/Art and Design	ART, CRF, CST (Theatre), DAN, HUM, IDS, Languages (CHI, FRE, GER, JPN, RUS, SPA), MUS, PHI, PHT, REL
1	Natural Sciences	BIO, CHM, GOL, NAS, PHY
1-2	Mathematics	MTH/Developmental
1-2	Social Sciences	ECO, GEO, HIS, PLS, PSY, SOC, SSC
1	Health Professions	DIT, DMS, EMS, HIM, HLT, MDA, MDL, NUR, OCT, PSG, PTH, RAD, RTH
1	Information Systems	GIS, ITD, ITE, ITN, ITP, CSC
1	Public Services	ADJ, ASL/INT, CHD, EDU, FNS, FST, HMS, MEN, PED, PBS
1-2	Industrial Technologies	AIR, ARC , AUT, ARO, BLD, CAD, CIV, DSL, EGR, ELE, ENE, ENV, ESR, ETR, IND, INS, MAC, MAR, MEC, SAF, TRK, WEL
1	Business Management	ACC, ACQ, AST, BUS, FIN, HRI, HRT, LGL, MKT, REA
Academic Administrators		
2	Academic Deans 1 Transfer programs, 1 Career & Technical programs	
Learning Resources		
1	Full-time Librarian	
PAPC Appointees		
0-3	PAPC appointees (teaching faculty)	
Ex-Officio Members		

1	Associate Vice President for Libraries
1	Past Chair of Instruction Committee
16-24 Voting Members (Total)	

VI. New Business

1. January Convocation

The Committee mentioned that we could have assignment workshops at Convocation and also collect faculty feedback. It was suggested that surveys for faculty be more accessible and be distributed both in paper and online format. The Committee agreed that the Learning Institute feedback was not available to all through just a QR Code. Barbara reminded the Committee that this feedback is vital to fulfill the General Education Assessment’s “closing the loop” commitment. This data is also very important for reports prepared for SACS. The December 9th Instruction meeting will focus on Learning Institute feedback to prepare the Committee for its next steps regarding collection of faculty feedback.

VII. Other

The Committee discussed options to increase attendance at meetings. WebEx was mentioned as a possibility to make quorum at meetings.

VIII. Next Meeting

December 9th 2PM, District Green Bldg Room 502

IX. Adjournment

Meeting Adjourned at 3:27 pm