

# ***INSTRUCTION COMMITTEE***

## ***Minutes***

September 8, 2017

9:00 am in Norfolk, Room 2610 of Martin Building

**Meeting Facilitator:** Josh Howell, Chair (N)

**Recorder:** Brittany Horn (VB)

**In attendance:** Rita Bouchard (Health Professions-P), Jennifer Ferguson (District), Bert Fox (Social Sciences-C), Mark Frederick (Communications-N), Brittany Horn (Libraries-B), Josh Howell (English-N), Amanda Leo (Past Chair), Steve Litherland (District), Angela Slaughter (Business Management-P)

**Absent:** Lisa Carter (Information Systems-B), Harlan “Skip” Krepcik (Industrial Technologies-P), Victoria Proffitt (Mathematics-P), Kerry Ragno (Dean-N), Beno Rubin (Dean-C), Megan Taliaferro (Natural Sciences-B), Ivory Warren (Public Services-N)

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

The meeting was called to order at 9:09 am. Quorum was established.

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

The May 2017 minutes were tabled until they can be provided to the committee.

### **III. Open issues**

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

Steve Litherland referred to Dr. Kolovani’s College-wide August 28<sup>th</sup> email following up on her announcements at Convocation.

The PAPC has been charged with improving College-wide communication for faculty, including consistent methods of communication from the governance committees. IC communication to faculty will include direct links and/or specific instructions to access relevant documents and webpages whenever possible. Amanda Leo reviewed the variety of methods of informing faculty of IC activities from last year.

#### **B. Integration of Official Course Syllabus into Blackboard – update**

The Emergency Procedures section was updated and the TCC Alert procedures corrected. The IC will consider reviewing boilerplate information, such as Emergency Procedures, for accuracy, completeness, and the aesthetic design of online and print formats.

#### **C. May Learning Institute – review of faculty feedback**

No Feedback Presented

#### **D. GEARS: report on updates/ changes**

All IC members are urged to participate in Assessor Training. The next training session is scheduled for October 13. Jennifer reviewed the GEARS tool and resources. Results from [Fall and Spring assessments](#) are available on SharePoint. Jennifer will be coordinating Assignment Charrettes to help faculty align assignments with competencies. Written Communication, the top competency supported throughout the curriculum, will be assessed this round. Faculty whose students have been randomly selected through the GEA Plan process to contribute assignments and work products will be notified by their deans.

#### **E. Literary Resources – review and follow up**

Steve showed the resources available on the Library webpage for faculty, including the [Instruction Resource Repository](#) and resources for [Guided Pathways](#). These resources can be updated with input from the IC. In particular, Josh Howell recommends [Small Teaching](#) by James M. Lang.

#### **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 2105 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, critical thinking 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.

**A motion to accept the proposed charges was seconded. Motion approved unanimously.**

The scientific reasoning rubric revisions are in progress. IC will determine a plan for college-wide review of the revised critical thinking rubric after numerous faculty participated in the revision process at the October meeting.

Amanda, Jennifer, and Steve participated in the SCHEV assessment policy meeting. The outcome is four core competencies to be assessed by all institutions: critical thinking, written communication, quantitative reasoning, and civic engagement. Each institution will be able to select two other competencies for assessment. The VCCS has to provide details as to what latitude the community colleges will have. AACU has a civic engagement rubric that will provide a conversational starting place. Jennifer reported that TCC current data is satisfactory, but we will need to present data on under-represented groups.

##### **B. Subcommittee Groups**

At present, there are no subcommittees. Groups may be formed on an as-needed basis.

#### **V. Membership**

The Humanities representative seat is currently vacant. Faculty will be recruited from the Visual Arts Center or Portsmouth if possible.

#### **VI. Next meetings- 2017-2018 Academic Meeting Dates & Campus Locations:**

2017: October 6<sup>th</sup> (C), November 3<sup>rd</sup> (VB), December 1<sup>st</sup> (N)

2018: January 12<sup>th</sup> (C), February 2<sup>nd</sup> (VB), March 2<sup>nd</sup> (N), March 23<sup>rd</sup> Retreat (C), April 6<sup>th</sup> (VB), May 4<sup>th</sup> (N)

In an effort to reduce scheduling conflicts and increase attendance, Josh will send a Doodle poll to identify committee availability to meet at other times on the scheduled Fridays.

#### **VII. Adjournment**

The meeting adjourned at 10:54 pm.

Please see your faculty representative with questions or input for the Instruction Committee.