

# **INSTRUCTION COMMITTEE**

## **Meeting Minutes**

March 1, 2016

2:00 pm in Chesapeake, 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), Steve Litherland (District), Don Mendonsa (IS-C), Kerry Ragno (Dean-N), Don Remy (IT-C), Beno Rubin (Dean-C)

**Absent:** David Brandt (MTH-C), Christine Damrose-Mahlmann (PAPC), Jessica Lynam (HUM-P), Lara Tedrow (SS-N), Ivory Warren (PS-N)

### **I. Call to Order**

- The meeting was called to order at 2:04pm. Quorum was established.
- Beno provided a tour of the Regional Automotive Center.

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

- The February minutes were approved pending a few formatting edits.

### **III. Open issues**

#### **A. PAPC updates**

- Heather provided an update from the February 19<sup>th</sup> PAPC meeting.

Highlights included:

- There was a QEP, SACSCOC Reaffirmation presentation.
- Christine mentioned a survey was ready to be sent out regarding the Vision Statement.
- Christine proposed PAPC bylaws.
- There were proposed revisions to Policy 1100-Development and Maintenance of Policies and Procedures.
- Governance websites were up to date.
- The Chair of the Faculty Professional Development Committee mentioned that the Wabash group was being considered for May Learning Institute.
- The Chair of the Online Learning Committee requested an online syllabus formatted with a table of contents for inclusion in Blackboard. Authentication of online students was also discussed.  
\*\*Note from March 1<sup>st</sup> IC Meeting: Amanda will email Dr. DeMarte and Kellie Sorey to ask what the Instruction Committee's role is in this\*\*
- The Curriculum Committee Chair reported a few changes to its bylaws.

#### **B. Instruction Committee Webpage**

- The Instruction Committee website is up to date, including membership, minutes, reports, and resource links.

#### **C. Catalog Disclaimer**

- The Catalog Disclaimer will be on page 4 of the College Catalog (along with other disclaimers).

#### **D. GEARS Awareness**

- Amanda sent out the first email to faculty regarding GEARS.
- The Committee provided feedback that email subject lines should be altered to more clearly identify the purpose of the emails.
- Steve mentioned that Allison Treloar would be a contact to inquire about having an activity counter on the GEARS website. This count would help the IC gauge the effectiveness of the awareness emails.
- Amanda and Heather are still awaiting to hear back from Visual Communications to develop a bookmark, hopefully to hand out at May Learning Institute.

#### **E. Faculty Focus Group Survey**

- It is anticipated that a survey will be sent out today to faculty who participated last semester in assessment.
- The in-person focus groups will be Friday, April 1<sup>st</sup> from 3-4:30 (VB) and Tuesday, April 5<sup>th</sup> from 5:30-7 (N).
- Two facilitators are needed for each session, preferably representing both Oral Communication and Cultural and Social Understanding.
- Mark volunteered to represent the competency of Oral Communication. Beno and Kerry will ask the Deans for recommendations for faculty to represent the Cultural and Social Understanding competency.

### **IV. New business**

#### **A. Summary of AAC&U Conference**

- Amanda and Jennifer attended an AAC&U Conference in New Orleans from February 17-20<sup>th</sup>.
- Kate McConnell, from the Wabash group, was the keynote speaker.
- An integrative approach to assessment was detailed.
- TCC is ahead of many other institutions where assessment is concerned.
- Student feedback is important in assessment conversations. Jennifer mentioned that we hope to have student focus groups in Fall of 2016.
- A common question being discussed at many institutions was “How are results being used?”

#### **B. IC Retreat – items for agenda**

- The second annual Instruction Committee Retreat will take place on Friday, March 25<sup>th</sup> from 1-5 at the Virginia Beach Campus, Joint-Use Library, rooms L-201 and L-209.
- Amanda is hoping that Tim Merrill, Virginia Assessment Group, will present.
- Assignments will be vetted for inclusion in GEARS.
- Results will be shared from the faculty focus group survey.

#### **C. Subcommittee Break Out sessions**

- Separate Subcommittee Break Out sessions were not necessary as the IC discussed GEARS Awareness, and GEA Reporting (focus groups) topics as a whole.

#### **D. Report Back from Subcommittees**

- Reports of Subcommittee work were discussed during this meeting with the IC as a whole.

### **V. Next meetings: 2015 – 2016 Academic Meeting Dates & Campus Locations:**

**A. Spring 2016:** Mar. 25 (B)(Friday Retreat), Apr. 12 (N), May 10 (C)

**B. May Learning Institute:** May 11-12, Chesapeake

### **VI. Adjournment**

- The meeting adjourned at 3:59pm.