

INSTRUCTION COMMITTEE

Meeting Minutes

March 24, 2017

9:00 a.m. in Norfolk, Walker Building Room 3111

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), Megan Taliaferro (NS-B), Lara Tedrow (SS-N)

Absent: David Brandt (MTH-C), Monica McFerrin (PAPC), Harlan Krepcik (IT-P), Beno Rubin (Dean-C), Ivory Warren (PS-N)

Guests in Attendance: Fred Stemple, Associate Vice President for Faculty Professional Development

I. Roll call/ Introductions

- The meeting was called to order at 9:08. Quorum was established.

II. Welcome/ Overview

- Amanda Leo provided a brief overview of the Agenda for today's retreat.

III. Approval of minutes from last meeting

- The March meeting minutes were approved pending a few minor corrections to formatting.

IV. Open issues

A. SCHEV Draft Policy Update

- The Instruction Committee (IC) provided feedback on the SHEV Draft Policy and this feedback was submitted to Kellie Sorey on March 17th.

B. Critical Thinking Rubric Revision – updates

- Faculty met a second time to discuss revisions to the Critical Thinking Rubric.
- There will be a third meeting as well as a session at the May Learning Institute on rubric revisions.

C. Literary Resource Repository – update

- Heather Fitzgerald and Amanda Leo showed the Instruction Committee the progress on the TCC Instructional Resources LibGuide. <http://libguides.tcc.edu/instructionalresources>
- Heather will add the additional literary resources as suggested by IC members.
- The IC will recommend additions to content and keep the resource updated.
- A link to this resource will be requested to be added to the IC website, under Resources.

D. Role of Instruction Committee in Guided Pathways – update

- On March 21st, Amanda submitted a revised draft of the IC's position paper/fact sheet defining the Committee's role in Guided Pathways to Dr. DeMarte.

V. New business

A. Proposed Statement on Faculty Course Evaluations for Course Syllabus

- Fred Stemple proposed a statement to be added to the Official Course Syllabus regarding faculty course evaluations.
- The statement is aimed at both encouraging student feedback as well as providing a suggestion that these evaluations be worked into the course schedule.
- The IC voted and unanimously approved supporting a statement to be added to the Official Course Syllabus regarding course evaluations.
- The IC recommended that this statement be added to the Blackboard template too.

B. Determining Authentic Assignments for GEARS – small group activity with work products

- Michael Blankenship, Jennifer Ferguson, Heather Fitzgerald, Steve Litherland, Don Mendonsa, Kerry Ragno, and Megan Taliaferro reviewed Critical Thinking assignments from fall 2016 for consideration and inclusion on GEARS.

C. Professional Development Content – small group activity

- Amanda Leo, Mark Frederick and Lara Tedrow began work on the first professional development module related to General Education Assessment, Tier I (*Introduction to General Education Assessment, Part I: Background, History and Process of Competency Identification*)

VI. Next meetings- 2016-2017 Meeting Dates & Campus Locations:

- **Spring 2017:** Apr. 7 (C- Regional Automotive Center, Conference Room 102), May 5 (B)
- **Other important Dates:**
 - March 31, Working Session to Revise Scientific Reasoning Rubric, Norfolk Student Center Multipurpose Room, 5th floor 9-12
 - May 10-11, May Learning Institute, Portsmouth Campus

VII. Adjournment

- The meeting adjourned at 12 noon.