

INSTRUCTION COMMITTEE

Meeting Minutes

November 5, 2021

10:16 a.m. via Zoom

Chairs: Michael Blankenship (C), Debra Dart (Portsmouth)

Recorder: Sydney Gordon (Library – B)

In Attendance: Michael Blankenship (English-C), Debra Dart (Information Systems-B), Sydney Gordon (Libraries-B), Lisa Carter (Business Management-B), Angela Slaughter (Business Management-B), Stacey Laney (A&H – B), Evgenia Harrison (Math - C), Jennifer Ferguson (Health Professions - Dean)

Special presenter: Brittany Horn (Coordinator/Interim Director Library – B)

Absent: Steve Litherland (AVP-Library - District), Thomas Slopnick (History-B), Peter Agbakpe (Science & Mathematics – Chesapeake Dean), Jennifer Briggs (Health - B), David (Steve) DeLong (EM & ST -B), James Roberts (BCS & IT - B)

I. Roll call/ Introductions

The meeting was called to order at 10:16 a.m. Quorum was established at 10:16 a.m.

II. Approval of Minutes from October Meeting

Meeting minutes from October approved unanimously at 11:34 a.m.

III. Chair Updates

- a. Committee membership update
 - a. No updated needed
- b. May 2021 minutes update
 - a. No minutes being taken due to not having a meeting
- c. PAPC update
 - a. Business about the video about what Governance system is.

IV. Open Business

GEA Plan and Report

- a. Revising Quantitative Literacy rubric (faculty feedback in March, revise in April, publish in May)
 - 1. Math faculty looked at the rubric and thought it was fine. Take a look at the wording and have the members that are not present to look at the wording. Address the quantitate rubric to December. If no changes need to be made, push back out to the faculty.

V. New Business

a. One Virginia Plan D, E & I curricular requirements – how to meet the mandate:

Suggestion was made that the rubrics are broad enough to address DEI. Rather than change the rubric ask for the assignments that address civic engagement and professional readiness, instead of addressing the rubric. We should look at the assignments for civic engagement (or a goal for the course) or an individual assignment for the course this will get the results needed to address the rubric. SACs are looking for progress in heading towards DEI, not staying stagnate. It was suggested that having a cross panel to address civic engagement and professional readiness in January (through the Learning Institute) to allow faculty to participate. It was suggested that we get the e-mail out for the assignments and copy Steve, since he is a representative. Once the e-mail is sent out, start individually getting the assignments to the faculty that address these two rubrics. A date needs to be set in order to get the numbers and assignments needed for both these rubrics. Look at the language we drafted and go from there. There are 83 professional readiness courses (not all are included in gen ed (not transferred) and some will be considered in the non-gen ed requirements). Over a 100 civic engagement courses, not all are transfer courses.

1. Committee members agreed that looking at the assignments could be a better solution to address DEI and the rubric. It should fall on the instructors to get the assignments for both of these rubrics – still make the deans and chairs aware.
2. We should get the assignments ahead of time could help get data and review for the Fall after the results come out, this way it will prevent a lot of “NAs.” Make the instruction committee available during the Learning Institute. Drop up a letter for review to include DEI in assignments. Go over the assignments before addressing the rubric. Be an assistant to the Learning Institute to review with the Curriculum Committee to ensure that DEI has been addressed in the assignments.
3. The committee wondered about the timeline in order to get and review the assignments needed for both of these rubrics. We are concerned about the language of DEI and keeping up with the standards. The next step is addressing it with the curriculum committee. The Curriculum Committee will see what the next step will be before moving on to addressing the rubrics. Have a future meeting with representatives from this committee and the Curriculum Committee to address this.
4. Brittany Horn – supporting role with the Curriculum Committee to work with the Instruction Committee. Include an added layer of screening when it comes to professional readiness. She will turn in the wording about what is needed for the assignments needed for the rubrics. Collaboration needed from both committees in order to work on both professional readiness and civic engagement rubrics.

b. IC website audit - Update the IC website to ensure members, minutes, and reports are added.

VI. Next Meetings

2021-2022 Academic Meeting Dates. Location: Zoom for Fall semester (Face-to-face TBD for Spring 2022), December 3(Zoom), January 7 (TBD), February 4 (TBD), March 4 (TBD), April 1 (TBD), May 6(TBD).

VII. Adjournment

The meeting adjourned at 11:44 a.m. (Quorum was not present for adjournment).