

INSTRUCTION COMMITTEE
Meeting Minutes
September 15, 2023 @ 1pm via Zoom

Chair(s): Mike Blankenship and Stacey Laney

Recorder: Heather Fitzgerald

In attendance: Michael Blankenship; Lisa Carter; David (Steve) DeLong; Heather Fitzgerald; Becky Greene; Stacey Laney; Steve Litherland; Thomas Slopnick

Absent: Angela Slaughter

Guests in attendance: None

I. Call to order

The meeting was called to order at 1:02pm. Quorum was established.

II. Approval of minutes from last meeting

- The April minutes were approved unanimously. (There was no May meeting due to lack of quorum).
- Heather will request that the April minutes be added to the website.

III. Chair Update

A. PAPC Update

- The PAPC met on September 14th. At the meeting, Liz Briggs, Chair of PAPC, emphasized the importance of governance committees keeping their websites up to date.

IV. GEA Plan and Report

- Becky shared that the General Education Assessment (GEA) Plan was updated in August. The last update was in 2019.
- The 2022-2023 GEA results report for Civic Engagement and Professional Readiness is now available. Benchmarks were met.
- Scientific Literacy will be assessed this semester and Written Communication will be assessed in Spring of 2024.

V. Open Business

A. Proposed Charges for 2023-2024

- Instruction Committee (IC) members discussed potential charges for the governance year.

B. Material Costs Education Plan Update

- No further discussion on this topic was necessary.

C. New Course Modality Charge Update

- No further discussion on this topic was necessary.

D. Attendance Policy Alignment

- This agenda item was tabled until the next meeting. In October, the IC will review the latest revision of TCC's Attendance Policy to align with the revised VCCS Class Attendance Policy 5.6.8.

VI. New Business

A. Election of 2023-2024 Committee Officers

- Mike and Stacey were elected unanimously as co-chairs for 2023-2024.
- Heather was elected unanimously as recorder for 2023-2024.

B. Membership Update

- Mike and Stacey were elected unanimously as co-chairs for 2023-2024.
- Heather was elected unanimously as recorder for 2023-2024.
- Representation vacancies exist for: Engineering, Maritime & Skilled Trades; Health Professions; Manufacturing & Transportation; Public & Professional Services and Education; Deans
- Mike and Stacey will reach out to the Deans to ask for representation for vacancies.

VII. Next Meeting(s):

- Meetings are via Zoom from 1-3pm on: October 6, November 3, December 1, January TBD, February 2, March 1, April 5, May 3

VIII. Adjournment

- The meeting adjourned at 2:03pm.

Minutes prepared by Heather Fitzgerald.