

TCC Instruction Committee Minutes

Date: January 13, 2015

Time: 2PM

Location: Chesapeake Campus, New Academic Bldg, Room 4101

In Attendance: Michael Blankenship (C), David Brandt (C), Jennifer Ferguson (B), Heather Fitzgerald (B), Dr. Barbara Blake Gonzalez (C), Amanda Leo (B), Lydia LePorte (B), Steve Litherland (N), Don Mendonsa (C), Kerry Ragno (N), Don Remy (C), Lara Tedrow (N);

Guest: Ruth Shumate- Librarian (P)

I. Roll call

Meeting was called to order at 2:05pm.

II. Approval of minutes from last meeting

Quorum was established. The December minutes were approved. The December minutes will be added to the Instruction Committee website.

III. Open issues

1. Official Course Outlines-Status Update

Barbara will present an update on official course outlines at the February Instruction Committee meeting. This update will include more information about the varying roles of the Curriculum and Instruction Committees. By March, it is anticipated that the Committee will have made progress towards achieving our charge of making recommendations for the process and timeline for review of the official course outlines.

2. Office of Academic Affairs Update

Barbara met with Dr. DeMarte on December 11th. Accreditation is a major priority in the next 2 years. SACS will be looking at the charges and minutes of governance committees. It is important that our minutes document, in detail, the work of the Instruction Committee. Barbara also mentioned that the May Learning Institute is an opportunity to get the faculty talking about general education. Faculty are already talking about the perceptions of Community Colleges as associated with Standards of Learning or “Grade 13” mentalities. The May Learning Institute should include sessions focused on debunking the myths of general education assessment.

3. P APC-Meeting on January 27th –Presentation of Committee recommendations

Barbara will present the proposed bylaw changes as listed in the December minutes, to the P APC on January 27th. At the February Instruction meeting, Barbara will share information from the P APC meeting.

4. General Education Assignment Resource

a) Continuance of discussion of the development process, ideas, design of repository.

Discussion of issues. (Committee input is critical at this point.)

Discussion took place regarding the Committee’s charge to “Develop an online General Education Assignment Resource for TCC faculty that supports student achievement of the College’s General Education Competencies.” Don Mendonsa mentioned that the language of the competencies and rubrics is complex and posed the question as to whether the assignment resource should include further information to clarify the

competencies. The Committee agreed that more information would be helpful to assist faculty with forming assignments to fulfill assessed competencies. Amanda suggested that the general education assignment resource system, or GEARS for short, should provide examples of how to address learning outcomes, which can be mapped back to the rubrics. Kerry added that we should start with the data we already have for General Education Assessment and figure out where to go next. It was mentioned that the data we have is trying to show that a student has a variety of opportunities across an educational career at TCC to practice core competencies. Lydia mentioned that one assignment can hit all objectives on the rubric, but narratives and examples must be provided to help faculty understand the process of assessment. It was suggested that there could be a FAQ section in the assignment resource. Jennifer mentioned we need to explore capstones and portfolios and that curriculum mapping might be a recommendation in the future. Kerry said another recommendation from the Committee may be to engage the Batten Centers. Barbara will meet with Fred Stemple on February 9th to identify resources and talk more about how the Batten Centers might be involved.

- b) Committee to discuss sample assignment and rubric reviews and recommend content for repository. *Ongoing charge*: Does the committee have recommended changes to the TCC General Education Competency Rubrics? Does the committee recommend revisions of the General Education Assessment Plan?

It was repeated that the rubrics need to be simplified in language to be easier to interpret. Lydia commented that we need to accept all assignments shared by faculty. We need assignments to add content to the GEARS. A recommendation from the Committee may be to look to the Departments and Divisions to help their faculty understand the competencies. There is a misunderstanding that all competencies have to be met with every assignment. The Committee also recommended that there needs to be accountability for all faculty to understand and form course assignments with assessable competencies.

A discussion commenced about the sample assignments in the General Education Assessment Plan and whether or not they would be a good sample assignment to include in the GEARS. Below is comments by competency:

Critical Thinking

G.6 Assignment

This assignment may address all explanations, but it depends on the discipline.

Information Literacy

G.4 Assignment

Assignment addressed all 6 explanations on rubric

Oral Communication

Discussion on this topic was tabled for new business as the Committee questioned whether how this can be assessed as Communication is the competency and doesn't clarify oral or written. There was also a question about how assessors are viewing work product as it cannot be written.

Personal Development

G.13 Assignment

Assignment does not address all explanations on rubric (only evidence of 1 and 3)

Quantitative Reasoning

G.8 Assignment

This assignment addressed all explanations.

Scientific Reasoning

The Committee did not look at sample assignments for this competency. Examples can be emailed to the Committee for review.

Written Communication

G.1 Assignment

Challenging to interpret this assignment, all explanations implied, but not clear for assessment purposes.

Heather will start working on an initial GEARS site using feedback from today's meeting. Committee members will need to provide content if the site will have any resources to share with faculty! At the February meeting, the committee will vote to approve the GEARS name for the Assignment resource.

IV. New business

- 5. Lib Guides Presentation and Design Q&A-Heather Fitzgerald and Ruth Shumate**
Heather presented an online tour of LibGuides. The Committee suggested site design to include: FAQs, assignment submission links, faculty feedback links, information about competencies by Department. There was suggestions to make site password protected and possibly having an annotated example of an assignment that fulfills all explanations within a competency.
- 6. Faculty Survey, Feedback Plan-Assessment Coaches**
The Instruction Committee is not ready to present a faculty feedback plan yet. A subcommittee will be required, but Assessment Coaches could be on board to assist in the feedback and data collection process.
- 7. May Learning Institute Sessions-Fred Stemple-Invite to Feb or March meeting?**
Fred Stemple will be invited to the next Instruction meeting. Committee members would discuss important sessions for the May Institute and the role and future use of Batten Labs.
- 8. Bylaws and Revisions- *to incorporate language establishing ongoing responsibility***
By the end of the year, the goal is that the committee will provide recommendations for new bylaw language that will reflect Committee responsibilities in detail.

V. Next meeting

The next meeting will be on Tuesday, February 10th at 2 pm at the Virginia Beach Campus, Joint Use Library-Room L-102.

VI. Adjournment

The meeting adjourned at 4:09 pm.