

Instruction Committee

September, 2013

- **Dr. Demarte proposed the following charges:**
 - Create and develop a General Education subcommittee to review general education courses and to develop processes for review, membership and bylaws
 - Formalize the assessment coaches into a standing Assessment subcommittee and to develop processes to review/recommend updates to the General Education Plan based on findings, share results of the findings, and encourage implementation of recommendations.
 - Formalize the role of the Librarian on the Instruction Committee
 - Recommend an Advanced Standing Policy and Procedures for approval
- **New members**
 - Mike Blankenship, Cheryl Lomax, and Calvin Schiedt
 - Need 4 more members to fill positions
 - PAPC was asked to call for more volunteers
- **General Education subcommittee** created approved.
 - Membership will include: 2 IC members, 2 Curriculum members, 2 Counselors, 1 Academic Dean, and faculty volunteers
 - Subcommittee will develop processes and bylaws
 - Do we need a librarian?
- **Assessment Coaches are a standing subcommittee** of IC was approved.

October, 2013

- October, 8, 2013, **elections were held** for new Instruction Committee officers. Cameron Russell was elected chair, and Bethany Wright was elected as recorder for 2013-2014.
- Proposed wording **changes to IC Bylaws** were sent out by Steve Litherland. They would emphasize the focus on information literacy. A motion was made and seconded and the proposed wording changes were approved.
- **Procedures for awarding advanced standing** to students have been submitted for approval and will become the responsibility of the Advanced standing committee. This item is now closed.
- A **call for new members** to serve on the Instruction committee produced 9 volunteers.
- It was proposed that Jennifer Ferguson be added to the IC as an ad hoc member to **represent the assessment coaches**. The motion was passed.
- It was proposed that an **IC member attend the assessment coaches meetings**. The motion passed. The next Assessment Coaches meeting is in November. Emily Wilson of the IC will be attending these meetings.

November, 2013

- A plan to **review and edit the General Assessment plan** was discussed. The deadline would be the Learning Institute in May 2014.
- **Discussion of membership of task for to implement Advanced Standing Policy.** Curriculum and Instruction committees have been asked by VP DeMarte to recommend faculty representation for this task force. Dr. DeMarte would like 4-8 faculty on this task force from different campuses and disciplines. If you know of any faculty that are interested, please bring recommendations.
- **Discussion about the Learning Institute**
 - What would the committee like to contribute towards increasing the instructional design/effectiveness/delivery/expertise/ of our faculty at that Institute in May 2014?
- **Charge for the Instruction Committee:**
 - Dr. DeMarte wants us to “frame the standard” for collecting and documenting the discussions/recommendations of the general education assessment results from the discipline meetings.
 - A. Use general education assessment results to determine how discipline or classes in a discipline can:
 - 1. Promote student learning
 - 2. Discuss the types of assignments that could effectively demonstrate general education competencies
 - B. The discussions and recommendations from the discipline meetings will be shared with Instruction Committee via Cameron Russell, Chair.
 - C. Document the discussions and recommendations to send to IC

December, 2013

- **Membership**
 - New members of the committee: Cynthia Tucker (nursing) and Calvin Scheidt(career and technical dean)
 - There are still vacancies in the areas of Industrial Technology and Communication
 - There were three volunteers for the representative from Business Management: Tyrone Woodberry, Nancy Praether, and Lydia Leporte; and three volunteers for the representative for Social Sciences: Dennis Buchholz, Barbara Blake Gonzalez and Jennifer Valentine
- **Editing of General Education Assessment**
 - Discussion and editing of Section I and Section II A. of the general education assessment plan.
 - Language was changed to clear up confusion. Assessors are the people who evaluate the assignments, coaches are the ones who talk to the faculty

about assessment and faculty refers to the faculty who submit the assignments. In addition the selection process for classes was further specified.

- **Discussion of the assessment results at the Discipline Meetings on January 9th**
- **Handouts on the General Education Assessment and the charge for the Instruction Committee concerning the Discipline meetings were distributed.**
 - What do we want from discipline meetings? How to improve student learning, How to improve the process, Discuss appropriate assignments, report the results. The committee will use the discussions and recommendations from the discipline meetings for guidance.
 - We need to compare previous and current assessments to see how results are trending.
 - The committee should frame the standard for developing procedures. We need to decide where the information will be housed. Blackboard and i-NCURR were suggested.
 - There was some concern that if conversations are in the discipline meetings they will only deal with assessment as disciplines and that we should have competency meetings. It was agreed that we should start with discipline meetings for now and allow faculty to comment on any area.

January, 2014

- **Membership**
- The disciplines that had more than one volunteer have elected their representatives to the Instruction Committee. Barbara Blake Gonzalez will represent Social Sciences and Lydia Leporte will represent Business.
- **Academic Calendar**
 - The academic calendars for 2014 have no exam week. This could have a negative effect on students who would have multiple classes on a single day and classes that have cumulative writing exams. There were concerns about this and other aspects of the academic calendar. Cameron distributed a list of reasons for having exam week (Appendix A). There was also some concern about how the extra teaching days may impact adjuncts.
- **Learning Institute**
 - The Committee is still investigating possible sessions. Terry Jones would be willing to offer a session. Cameron will ask the deans if they would be interested in sponsoring a session.