

## MEMORANDUM: Annual Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs & CAO  
From: Josh Howell, Instruction Committee Chair  
Date: January 22, 2018  
Subject: **Governance Committee Annual Report**  
**Select Report:** Annual Mid- Year Report  
**Academic Year:** 2017-2018

### Charges:

#### **Instruction Committee Charges 2017-2018**

##### **(Josh Howell, Chair; Steve Litherland, Academic Team Representative)**

1. Review and recommend any revisions to policies, procedures, plans, or other relevant document that are germane to the purpose of the Instruction Committee, e.g., course outline and course syllabus templates, the General Education Assessment Plan, Policy 2015 Academic Standards.
2. Collaborate with New Faculty Academies (full time and adjunct) to provide professional development content specific to general education assessment and instructional resources.
3. Facilitate rubric revisions for scientific reasoning and written communication general education assessment competencies.
4. Document a process and timeline for official course outline review and make recommendations for its inclusion in appropriate policy, procedure, or other relevant document.
5. Determine the committee's role in advancing Guided Pathways.

**Actions:** Actions taken to address charges are summarized below.

- The Instruction Committee Bylaws were updated in the Fall 2017 semester, with updates provided to the PAPC for review.
- Adjunct awareness is being addressed through the following:
  - Active efforts to recruit an adjunct faculty member for representation on the IC
  - General education assessment is proposed as content material for the Adjunct Faculty Academy
  - All full time faculty, adjunct faculty, and librarians are included in GEARS emails distributed by the IC

- IC has reorganized the Quantitative Reasoning general education competency rubric to include a glossary of terms on the cover page so that it is consistent with the presentation of other rubrics.
- IC has scheduled a working session for faculty to participate in Written Communication rubric revisions in the Spring 2018. All faculty have been invited to register for this event.
- IC updated the Syllabus Template to contain current procedures for TCC Alerts.
- IC is working on reviewing the Syllabus Template to remove any grammatical errors, or to make updates to the Syllabus Template to reflect changes to the college.
- IC committee members who have not participated in Assessor Training were offered and encouraged training in the Fall 2017 term.
- The Resource Repository has been updated with resources related to Guided Pathways.
- The IC is working on instructional training videos and PDF's for faculty academies related to GEARS, competencies, and the Resource Repository.
- IC is working on creating a Course Outline Timeline review, that should be available by the close of Spring 2018.
- IC has created an ad-hoc committee for the Civic Engagement rubric due in November 2018.
- IC has adapted the Civic Engagement Learning Framework rubric from the Massachusetts model, and has created a pilot including faculty and staff from all four campuses across multiple disciplines. This pilot will lead to revisions for our Civic Engagement rubric in November.
- IC is working on creating Civic Engagement resources and action plans for Faculty Professional Development day.
- IC has notified both Dr. DeMarte and PAPC about the need to revise Policy 2105 for faculty failing to submit competency assessments and plans to draft revisions in the Spring 2018 semester.

**Additional actions taken by the IC this academic year are summarized below:**

- [Instruction Committee Webpage](#): Updates regarding membership, minutes, and bylaws have been made and are current as of 01/22/18.
- Assessor Training on critical thinking competency was held in Fall 2017 with 26 new faculty attending.

**Planned Actions/Goals:**

- Fill current open positions

1	<b>Industrial Technologies</b>	AIR, ARC , AUT, ARO, BLD, CAD, CIV, DSL, EGR, ELE, ENE, ENV, ESR, ETR, IND, INS, MAC, MAR, MEC, SAF, TRK, WEL
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1	<b>Social Sciences</b>	ECO, GEO, HIS, PLS, PSY, SOC, SSC
1	<b>English</b>	ENG/Developmental
1	<b>Mathematics</b>	MTH/Developmental