

INSTRUCTION COMMITTEE

Meeting Minutes

April 14, 2015

2:00 pm in Virginia Beach, Regional Health Professions Center, MN-300

In attendance: Michael Blankenship (ENG-C), David Brandt (MTH-C), Jennifer Ferguson (District), Heather Fitzgerald (LIB-B), Kerry Ragno (Dean-N), Lara Tedrow (SS-N), Amanda Leo (HP-B)

Absent: Barbara Blake Gonzalez (SS-C), Lydia Leporte (BUS-B), Steve Litherland (District), Don Mendonsa (IS-C), Don Remy (C), Cameron Russell (N), Calvin Scheidt (Dean-B), Christine Damrose-Mahlmann (PAPC)

Guests in attendance: Curriculum Subcommittee- Joe Fairchild (Dean-B); Kellie Sorey (AVP-District)

I. Roll call

The meeting was called to order at 2:15pm. Committee members identified themselves and the domain they represented.

II. Approval of minutes from last meeting

Quorum was established. The March 27th retreat minutes were approved as amended with corrections. The retreat minutes will be added to the Instruction Committee website.

III. Open issues

A. Feedback on General Education Rubrics (Communication)

Jennifer led a discussion on the issue of two rubrics (Written and Oral) for one competency (Communication). The Committee needs to make recommendations on whether to combine the rubrics, which would require re-writing rubric language or re-organizing dimensions, or keeping two separate rubrics. Speech (CST 100) courses are currently the only classes that have been assessed using the Oral Communication rubric. Summer 2015 will be the second time Speech is assessed. It was noted that assessors have the option to score dimensions that are not addressed as “Not Applicable” (NA). No final decision was made on the rubrics.

B. PAPC Report

Amanda will meet with the PAPC on Friday, April 24th. She will report the Committee’s feedback on the proposed vision statements that have been distributed and the proposed diversity inclusion statement. The Committee prefers the vision statement verbiage of “Tidewater Community College provides higher education and a gateway to career *and academic* advancement and training in South Hampton Roads.” The Committee identified TCC as an institute of higher education and not just a gateway to higher education. The Committee agreed that option #2 of the diversity inclusion statement was preferable with proposed amended language (as noted in italics above) due to being concise.

C. GEARS update

Heather provided an update on the progress of GEARS. Sample assignments that were approved by the Committee have been added. It is anticipated that GEARS will be accessible to faculty by the first day of the Learning Institute on May 13th. The Committee suggested that there be a link to GEARS in multiple places such as i-INCURR as well as the TCC Homepage under “Faculty & Staff” tab.

IV. New business

A. Instruction Committee – Nominations, elections & appointments

Faculty representative nominations were received for the Natural Sciences and Public Services domains. The Committee will verify that disciplines are appropriately represented. Terms for new members will begin in September of 2015. Other vacancies: 1 for Communication, 1 for Humanities/Fine Arts/Arts and Design. Amanda Leo was elected Instruction Committee Chair for the 2015-2016 year with no dissenting votes.

B. General Education Course Proposal Procedure

Kellie Sorey and Joe Fairchild represented the Curriculum Subcommittee and presented a draft of the General Education Course Proposal Procedure. The intent of this document is to establish procedures for determining general education courses in the future. The drafted procedure aligns with the Academic Standards Policy 2105 Draft and will assist in student learning. The document includes an identified application process. It is anticipated that an approved procedure will go in to effect beginning fall 2015. The Instruction Committee will review the draft proposal and provide feedback to Kellie by May 1st.

C. General Education Assessment Benchmarks

Benchmarks for General Education Assessment are not currently established and/or defined. The Committee did not determine benchmarks at the April meeting, but will propose a Committee charge related to this for the 2015-2016 academic year.

D. Academic Policy 2105 Draft

Amanda solicited feedback from faculty regarding the Academic Standards Policy 2105 Draft. She will compile comments and submit to Office of Academic Affairs.

E. Official Course Syllabus template-Feedback

Feedback on the Official Course Syllabus template was received by Amanda. Concerns expressed by faculty related to communication of template changes and the timeline for sending syllabi to the Deans for review (currently proposed at 1 week prior to the course start date). The Committee discussed strategies to more clearly identify revisions to the template in the future. The Committee also discussed simplifying the number of templates in i-INCURR – currently there is the TCC Official Course Syllabus Template as well as course-specific templates. The Committee discussed having a documented schedule for revisions of the templates so that faculty would know when to expect changes.

F. 2015-2016 Instruction Committee Charges

The Committee discussed establishment of recommended charges for 2015-2016.

V. Next meetings

- A. **May 12:** Instruction Committee Meeting, Norfolk, District Green Building, Room 502, 2:00
- B. **May 13-14:** Learning Institute, Chesapeake Campus – Student Center

VI. Adjournment

The meeting adjourned at 4:19pm.