

# INSTRUCTION COMMITTEE

## Meeting Minutes

April 12, 2016

1:00 pm in Norfolk, District Green Building, Room 502

**Meeting Facilitator:** Amanda Leo, Chair

**Recorder:** Heather Fitzgerald

**Attended:** Michael Blankenship (ENG-C), David Brandt (MTH-C), Jennifer Ferguson (District), Heather Fitzgerald (LIB-B), Mark Frederick (CST-N), Amanda Leo (HP-B), Steve Litherland (District), Don Mendonsa (IS-C), Don Remy (IT-C), Beno Rubin (Dean-C), Lara Tedrow (SS-N)

**Absent:** Christine Damrose-Mahlmann (PAPC), Lydia Leporte (BUS-B), Kerry Ragno (Dean-N), Ivory Warren (PS-N)

### I. Roll call/ Introductions

- The meeting was called to order at 2:08pm. Quorum was established.

### II. Welcome/ Overview

- The Committee was welcomed and the meeting agenda was reviewed.

### III. Approval of minutes from last meeting

- The March 25<sup>th</sup> retreat minutes were approved pending two edits.

### IV. Open issues

#### A. Visual Communications Update

- Visual Communications is working on:
  - Redirect to GEARS from [www.tcc.edu/gears](http://www.tcc.edu/gears)
  - New “look” for GEARS (needed before the Learning Institute). This should include a dynamic, moving image of gears.
  - Bookmark with new look (needed before the Learning Institute)
  - Unit logo for the Instruction Committee
  - Email template with new look embedded
- There has been no further update from Visual Communications.

#### B. Faculty Focus Groups

- Amanda Leo presented the updated survey results and a report on focus group participation.
- 66 surveys were distributed and 22 faculty survey responses were received.
- A total of four faculty members participated in the two sessions offered on April 1<sup>st</sup> and April 5<sup>th</sup>.
- Faculty discussion indicated:
  - a need for increased professional development opportunities to assist with general education assessment understanding
  - a plan for improved communication with adjunct faculty
  - increased communication amongst discipline colleagues and across disciplines
  - assistance with applying the rubrics to the individual disciplines
  - beginning the conversation about benchmarking
  - addition of a glossary to all rubrics that are without one

#### C. Update on IC 2015-2016 charges

- Amanda Leo provided an update on progress to date with the 2015-2016 charges.
- It was agreed upon by the Committee that professional development modules need to be available in an online format, which is particularly helpful for adjunct faculty.
- The Committee discussed possible charges for 2016-2017.

#### **D. GEARS - awareness update**

- The third GEARS email (Why Should YOU Contribute to GEARS?) went out to faculty on April 8<sup>th</sup>.
- The Committee suggested the 4<sup>th</sup> email to be sent on April 29<sup>th</sup>.

### **V. New business**

#### **A. Professional Development Modules**

- Amanda Leo presented a proposal for tiered professional development modules specific to general education assessment.
- The categories for content were identified by faculty feedback (collected from meetings, trainings, surveys, and focus group sessions) as well as IC subcommittee work.
- This proposal will be discussed with Fred Stemple and the IC plans to work collaboratively with the Faculty Professional Development Committee to expand upon the details of this proposal.

#### **B. IC 2016-2017 Charges**

- Amanda Leo led a discussion on drafting a proposal of 2016-2017 IC charges.
- Proposed charges are as follows:
  - 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 2105 Academics Standards.
  - Establish proposed definitions for methods of assessment to be included on TCC Official Course Outline.
  - Establish proposed glossary of terms for the quantitative reasoning general education competency rubric; (Note: Additional glossaries to be addressed in sequential order during academic year prior to subsequent assessment rotation as laid out in GEA plan.)
  - Plan opportunities to increase adjunct faculty awareness of General Education Assessment through communication and dissemination of information.
  - Collaborate with Faculty Professional Development Committee to provide professional development content specific to general education assessment.

#### **C. IC Openings/ Elections**

- Amanda Leo was elected Chair for 2016-2017. There were no opposing votes.
- Heather Fitzgerald was elected Recorder for 2016-2017. There were no opposing votes.

### **VI. Next meetings- 2015 – 2016 Academic Meeting Dates & Campus Locations:**

A. **Spring 2016:** May 10 (C) Regional Automotive Center

B. **May Learning Institute:** May 11-12, Norfolk

### **VII. Adjournment**

- The meeting adjourned at 4pm.