

INSTRUCTION COMMITTEE

Meeting Minutes

April 7, 2017

9:00 am in Chesapeake Regional Automotive Center, Conference Room 102

Meeting Facilitator: Amanda Leo, Chair

Recorder: Heather Fitzgerald

In attendance: Jennifer Ferguson (District), Heather Fitzgerald (LIB-B), Mark Frederick (CST-N), Harlan Krepcik (IT-P), Amanda Leo (HP-B), Steve Litherland (District), Don Mendonsa (IS-C), Beno Rubin (Dean-C), Megan Taliaferro (NS-B)

Absent: Michael Blankenship (ENG-C), David Brandt (MTH-C), Monica McFerrin (PAPC), Kerry Ragno (Dean-N), Lara Tedrow (SS-N), Ivory Warren (PS-N)

Guests in Attendance: John Morea, Associate Vice President, Learning Technology Applications

I. Roll call/ Introductions

- The meeting was called to order at 9:07am. Quorum was established.

II. Guest Speaker: John Morea, Associate Vice President, Learning Technology Applications

- John Morea presented a preview of the Blackboard Syllabus Builder Tool.
- This tool has required sections that will be updated automatically.
- This syllabus builder will produce a PDF or HTML format which allows the syllabus to be dynamic with embedded hyperlinks.
- Training for all faculty will occur fall 2017 with an anticipated launch date of spring 2018.
- Instruction Committee members volunteered to participate in an upcoming pilot launch of the program.

III. Approval of minutes from last meeting

- The March 24th minutes were approved pending the correction of one grammatical error.

IV. Open issues

A. Academic Affairs Update

- Steve Litherland presented an update from Academic Affairs.
- The Learning Institute will focus on Guided Pathways for student completion.
- The Learning Institute will be at the Portsmouth Campus Student Center.
- Proposals for Faculty Development Day in August are due by May 5th.

B. General Education Assessment Update

- Jennifer Ferguson presented an update on General Education Assessment.
- There will be Critical Thinking and Scientific Reasoning sessions at the Learning Institute where faculty can view the progress that has been made with rubric revisions.
- The IC voted and unanimously approved that Quantitative Reasoning (QR) be the next rubric to be reviewed in fall of 2017. Changes to the QR rubric will be applied in fall of 2018.
- Thirty-nine (39) Critical Thinking assignments will be added to GEARS. The Authentic Assignment Tool (AAT) will be posted with some of these assignments.
- The Critical Thinking results were broken down by discipline and sent to the Deans to share with their faculty. Jennifer will add discipline-specific results to GEARS.
- The AAT has been revised and the statement removed which asked how an assignment could be adapted to eliminate an NA and address all dimensions of the rubric.

C. PAPC Update

- Amanda Leo presented an update from the PAPC.
- The PAPC voted to approve the General Education Committee as a stand-alone Governance Committee.
- The Online Learning Committee (OLC) discussed a pilot for an online Blackboard student orientation and began a discussion on a grade appeal process for online students.
- The Classroom Teaching and Learning with Technology Committee (CTLTC) is creating a master calendar to embed on the Faculty Senate website to show the schedule for all Governance Committee meetings.

D. IC Membership – updates and openings

- Details about IC Membership are listed below in Section V. Item C of these minutes.

E. Statement on Campus & Student Involvement

- Amanda Leo followed up with Nancy Prather-Johnson and Alicia Phillips regarding the statement on campus and student involvement which is suggested to be optional for inclusion in the Syllabus.
- It was requested that a draft of the statement be provided to the IC before the May meeting.

V. New business

A. IC Charge Topics

• Rubric Revisions

- The Critical Thinking and Scientific Reasoning rubrics are being revised.

• Resource Repository

- The Resource Repository <http://libguides.tcc.edu/instructionalresources/> will be highlighted at the May Learning Institute.
- Steve Litherland will ask Visual Communications to make a bookmark advertising this website.
- A statement of purpose will be added to this resource.

• Professional Development Content

- The second part of IC-produced professional development modules may focus on why/how students are chosen for assessment.
- Steve will ask John Morea if the IC can use equipment from Learning Technologies to record audio for these modules.

• GEARS emails & website

- Amanda asked for ideas regarding topics for future GEARS emails.

• IC Role in Guided Pathways

- The Fact Sheet defining the IC's Role in Guided Pathways has been approved to send to Visual Communications for official visual identification standards to be applied.
- Once complete, this Fact Sheet will be added under the Resources section of the IC's website.

B. Proposed IC Charges for 2017 – 2018 Academic Year

- The IC discussed possible charges for the next Academic Year.
- Ideas included: involvement with Faculty Lead Pilot, content review of the Official Course Syllabus Template, rubric revisions, and working with the New Faculty Academies.

C. IC Recruitment and Election of Officers for 2017-2018 Academic Year

- Mike Blankenship (ENG-C) is rolling off for ENG. Josh Howell (ENG-N) has expressed interest in this seat.
- David Brandt (MTH-C) is rolling off. The IC will need a MTH representative.
- Heather Fitzgerald (LIB-B) is rolling off. Brittany Horn (LIB-B) will be replacing her.
- Lara Tedrow (PSY-N) is rolling off. Bert Fox (PSY-C) is interested in joining the IC to represent Social Sciences.
- Don Mendonsa (IS-C) is rolling off and seeking a representative for Information Systems.
- Amanda Leo (HP-B) is rolling off and is seeking a representative for Health Professions.
- Representative are needed for Humanities/Fine Arts/Arts & Design and Business Management.
- The IC currently has no PAPC Appointees.
- A Recorder and Chair are needed.
- Representation is needed from adjuncts and the Portsmouth Campus.

D. Next meetings- 2016-2017 Academic Meeting Dates & Campus Locations:

- **Spring 2017:** May 5 (B)
- **May Learning Institute:** May 10-11, Portsmouth Student Center

VI. Adjournment

- The meeting adjourned at 11:16am.