

INSTRUCTION COMMITTEE

Meeting Minutes

December 2, 2016

9:00 am in Virginia Beach, Regional Health Professions Center, MW- 300

Meeting Facilitator: Amanda Leo, Chair

Recorder: Heather Fitzgerald

In attendance: Michael Blankenship (ENG-C), 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), Kerry Ragno (Dean-N), Megan Taliaferro (NS-B), Lara Tedrow (SS-N), Ivory Warren (PS-N) (via conference call), Nancy Prather –Johnson, Faculty Senate –Portsmouth Campus Chair (Invited Guest)

Absent: David Brandt (MTH-C), Monica McFerrin (PAPC), Beno Rubin (Dean-C)

I. Roll call/ Introductions

- The meeting was called to order at 9:10am. Quorum was established.

II. Guest Speaker

- Nancy Prather-Johnson, Faculty Senate Portsmouth Campus Chair, attended the meeting and presented questions and concerns on behalf of College Faculty Senate in regards to General Education Assessment.
- The Committee provided answers to the below questions/concerns:
 - Does a single assignment need to address all dimensions of a rubric or can multiple assignments be submitted?
 - If a competency is supported in a course, the entire rubric should be supported through the course, whether one assignment, or multiple assignments. Opportunities to revise competencies for a course and the rubrics will take place at professional development sessions such as the Learning Institute.
 - Are there determined benchmarks and expectations as to where our students should fall?
 - Official benchmarks are not determined at this time. However, the rubrics are designed for 4 year institutions, so this can start conversations within the disciplines.
 - What is being assessed?
 - Student work products are being assessed for students with 45 or more credits enrolled in general education courses.
 - Assignments are being assessed for students with 45 or more credits enrolled in non-general education courses
 - The AAT is a tool that can be used to align assignments to the rubrics.
 - What policies exist that show the purpose of General Education?
 - Policy 2105 and VCCS Policy 5.1.0.0.3.1

III. Approval of minutes from last meeting

- The October minutes were approved. (There was no November meeting.)

IV. Open issues

A. Academic Affairs Update

- Steve Litherland presented an update from Academic Affairs.
- Learning Technologies will offer Blackboard orientations for students.
- Piloting the use of SharePoint as a communication tool was discussed.
 - The IC agreed that perhaps this pilot could be conducted by the PAPC to include all governance committees. An independent pilot for the IC is not necessary at this time.

- Later this afternoon there will be a QEP Summit at the Chesapeake Campus. Agenda items at this meeting will include: reviewing the QEP initiatives and breakout sessions. The revised report to SACSCOC is due in March of 2017.

B. General Education Assessment Update

- Jennifer Ferguson presented an update on General Education Assessment.
- Scientific Reasoning will be assessed in spring of 2017.
- Several faculty assignments will be reviewed for addition to GEARS. This review will happen at the IC Retreat in March.
- The Committee needs to begin work on establishing a glossary for Quantitative Reasoning.
- Jennifer will be attending discipline meetings in the Spring.
- The Committee may want to look at establishing a common language for dimensions that are supported in multiple competencies. This may help address competency dimensions as new rubrics are being added. SCHEV has proposed that Civic Engagement be added to the general education competencies.

C. PAPC Update

- Amanda Leo presented a report from the PAPC meeting on October 21st.
- An overview of the SACSCOC visit was provided.
- The PAPC received their charges
- There are openings on several Governance Committees.
- The Faculty Lead Pilot program was discussed.
- The next meeting of the PAPC is on December 9th.

D. Virginia Assessment Group Fall Conference

- Jennifer Ferguson, Heather Fitzgerald, and Amanda Leo attended the annual Virginia Assessment Group meeting in Richmond on November 16-18.
- Jennifer and Amanda co-presented a session entitled “GEARS: For Faculty by Faculty” at the conference

E. SCHEV Draft Policy

- Amanda collected and summarized the IC’s feedback on the SCHEV Draft Policy on Student Learning Assessment and Quality in Higher Education. This feedback was provided to Kellie Sorey on November 16th.

F. IC Membership – updates and openings

- The IC has two openings:
 - (1) Humanities/Fine Arts/ Arts & Design
 - (1) Business Management
- IC is seeking an adjunct representative and another Portsmouth Campus representative.

G. Literary Resources – review and follow up

- Amanda charged Committee members to read through Chapter 3 of *Redesigning America’s Community Colleges: A Clearer Path to Student Success* by the next meeting.
- IC is planning to produce a position paper before the Learning Institute which will address IC’s role in Guided Pathways.

V. New business

A. Authentic Assignment Tool

- During the College Faculty Senate Meeting on 11/3, several questions arose concerning the Authentic Assignment Tool. These questions were presented and answered at today's IC meeting.

B. IC Charge Topics

- Discussion of the below charges was tabled until the next meeting due to time constraints.
 - Resource Repository
 - Professional Development Content
 - Glossary of Terms
 - Adjunct Awareness
 - GEARS emails & website
 - IC Role in Guided Pathways

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

- The next meeting will be Friday, January 13th at 9am in Martin 2610, Norfolk Campus.
- Future Spring 2017 meetings: Feb. 3 (C), Mar. 3 (B), Mar. 24 (N) (Friday Retreat), Apr. 7 (C), May 5 (B)

VII. Adjournment

- The meeting adjourned at 11:41am.