

INSTRUCTION COMMITTEE

Minutes

February 10, 2015

2:00 pm in Virginia Beach, Joint Use Library-Room L-102

In Attendance: Michael Blankenship (C), David Brandt (C), Jennifer Ferguson (N), Heather Fitzgerald (B), Barbara Blake Gonzalez (C), Lydia Leporte (B), Don Mendonsa (C), Don Remy (C), Amanda Leo (B)

Guest: Fred Stemple (N)

I. Roll call

Meeting was called to order at 2:15pm. Barbara mentioned that Katherine Buhner tendered her resignation from the Committee. Kerry Rango was unable to attend, but will update the Committee on official course outlines at the next meeting.

II. Approval of minutes from last meeting

Quorum was established. The January minutes were approved. The January minutes will be added to the Instruction Committee website.

III. Special Issue

Barbara Blake Gonzalez will be leaving TCC for a full-time position at Old Dominion University. Amanda Leo, full-time faculty at Virginia Beach and current Instruction Committee member, was appointed by Barbara as new Chair. The Committee voted to approve Amanda as Chair.

IV. Open issues

1. P APC-Meeting on January 27th –Report

The new domains of the Instruction Committee representation chart were approved and definition of quorum established. The P APC did not approve allowing Ex-Officio representatives to vote. The P APC questioned whether *Robert's Rules* were being applied to all governance committees. The Instruction Committee's bylaws do not specifically mention *Robert's Rules*.

2. General Education Assignment Resource located at: <http://libguides.tcc.edu/gears>

a) Vote needed to approve GEARS name

The name GEARS (General Education Assessment Resource System) was voted on and approved by the Committee.

b) Sample GEARS site review (created by Heather Fitzgerald)

Heather provided a tour of GEARS. The organization of the site should remain uncluttered, yet informative.

c) Continuance of discussion of the development process, ideas, design of repository.

The Committee mentioned a need to make this resource available from multiple points on the website and Blackboard. Competency-specific content is needed from faculty to populate GEARS. Some Committee members agreed to contribute assignments. Barbara mentioned that the LibGuide for Global and Intercultural Learning is a resource to be added under the tab for Cultural and Social Understanding.

V. New business

3. May Learning Institute Sessions

Fred Stemple talked about the upcoming Learning Institute on May 13 and 14 at the Chesapeake Student Center. In the Fall of 2014, the Batten Centers conducted 92 training sessions for over 500 faculty. The Batten Centers offer various opportunities for discipline-specific professional development, as well as more general information on instructional design. Fred provided the Committee with a preview of the Learning Institute, which is themed around the skills needed for instruction in the 21st Century. Session development

is ongoing. The Committee suggested sessions based on general education competencies where results will be used and shared with faculty. Fred mentioned that the Institute will include a technology showcase. The Batten Centers are a resource for the Instruction Committee.

4. Instruction Committee Retreat

To continue making progress on our charges, it was agreed that a mini-retreat will take place on March 27th from 1-4 at the Chesapeake Campus. The time at this retreat will be used to further develop GEARS.

5. Official Course Outlines

Kerry will provide an update on the official course outlines at the March meeting.

The following questions were mentioned in discussion: recommendations for process and timeline for review of official course outlines, issue of faculty ignoring the standardized templates, academic integrity as well as students' rights issues (disabilities accommodations, etc.); repercussions to non-compliance?

Additional discipline issues to be considered: certain courses and corresponding labs do not match. Need recommendations for correction. Can language in the process document help address this problem? For example, should a statement such as "Individual faculty cannot delete content from the Official Course Outline" be added? How can this issue be effectively addressed with Adjunct Faculty? What other strategies should be employed? Add color coded sections as to which paragraphs could be changed or modified?

6. Addressing charges

The Committee will have address rubric issues before May. Some questions to consider:

Does the committee have recommended changes to the TCC General Education Competency Rubrics? Does the committee recommend revisions of the General Education Assessment Plan? Issue of inconsistency between oral and written communication: two different rubrics but shared competencies?

VII. Next meetings-

The next meeting will be Tuesday, March 3rd at 2PM at the Norfolk Campus, Green Bldg. Room 502

Reminders:

- **Friday, March 27:** Instruction Committee Retreat, Chesapeake Campus, 1-4 p.m. Room TBA. Food/Beverage to be provided
- **Tuesday April 14:** Instruction Committee Meeting, Virginia Beach Campus, Regional Health Professions Building 3rd floor conference room 2-4 p.m.
- **May 12:** Instruction Committee Meeting, Norfolk Campus, Green Building 2-4 p.m.
- **May 13-14:** Learning Institute, Chesapeake Campus – Student Center

VIII. Adjournment

The meeting adjourned at 4:06pm.