

## ***INSTRUCTION COMMITTEE***

### ***Meeting Minutes***

February 2, 2018

10:00am in Virginia Beach, Joint-Use Library Building, Room L-206

**Meeting Facilitator:** Josh Howell, Chair

**Recorder:** Brittany Horn

#### **In Attendance:**

Lisa Carter (Information Systems-B), Jennifer Ferguson (District), Glenn “Bert” Fox (Social Sciences-C), Mark Frederick (Communications-N), Brittany Horn (Libraries-B), Josh Howell (English-N), Harlan “Skip” Krepcik (Industrial Technologies-P), Amanda Leo (Past Chair), Corrine Lilyard-Mitchell (Fine Arts-P), Richard McCammon (Humanities-N), Angela Slaughter (Business Management-P)

#### **Absent:**

Rita Bouchard (Health Professions-P), Steve Litherland (District), Victoria Proffitt (Mathematics-P), Kerry Ragno (Dean-N), Beno Rubin (Dean-C), Megan Taliaferro (Natural Sciences-B), Ivory Warren (Public Services-N)

### **I. Roll call/ Introductions**

The meeting was called to order at 10:15am. Quorum was established at 10:20.

### **II. Approval of Minutes**

The minutes from the January meeting were approved with one attendance correction.

### **III. Open Issues**

#### **A. Mid-Year Report Summary**

Josh Howell distributed copies of the Annual Mid-Year Report that was submitted to Dr. DeMarte on January 22, 2018. In the report, Josh detailed the Committee’s progress on the charges, other tasks completed, and goals. Josh will be seeking volunteers from any division to fill the vacant adjunct seat. Future work of IC will be affected by the policies and procedures established to align with the development of Pathways. At future meetings, IC will discuss strategies for ensuring faculty compliance with Policy 2105 and recruiting new members.

#### **B. Discussion about March Retreat**

The 2018 IC Retreat will be held on March 23 from 10:00-2:00 at Chesapeake. After a brief discussion of open agenda items, IC will assess authentic Scientific Reasoning and Written Communication assignments for inclusion on the GEARS site.

#### **C. Update on Assessment**

Jennifer Ferguson reported that she will be participating in the upcoming SCHEV assessment charrette on Civic Engagement. At the VCCS general education meeting, representatives discussed the next steps after the new SCHEV policy established the standards for four competencies. VCCS has not yet finalized the two additional competencies. More information should be made available by the end of March. Faculty are still working on edits to Scientific Reasoning and Critical Thinking.

Josh reported that it is possible for the Registrar to maintain an extra-curricular transcript in addition to the academic transcript that could be used to document and credit student civic engagement.

#### **D. Update to Syllabus Template under Educational Accessibility**

IC discussed the wording, timeline, and presentation of a statement proposed by the Office of Educational Accessibility for inclusion in the syllabus template: *Students who have been hospitalized (for medical or psychiatric reasons) **unexpectedly** during the semester should contact the Office of Educational Accessibility Counselor for support and connection to college resources.*

IC revised wording: *Students who have been hospitalized (for medical or psychiatric reasons) **unexpectedly** during the semester shall contact the Office of Educational Accessibility Counselor for support and connection to college resources. If the student is incapacitated, a designee may make contact on their behalf.*

Motion to approve revised wording passed unanimously.

#### **E. Subcommittee Updates**

The subcommittee charges should be completed by May.

Instructional Resources: Mark Frederick reported that the subcommittee selected topics for the videos. Mark is working with Learning Technologies to film. Josh will send faculty an email soliciting book suggestions and short reviews for inclusion in the Repository.

Template: Angela Slaughter reported that the subcommittee discussed the appropriate location for information that can currently be found in multiple locations (Student Handbook, Syllabus Builder, Blackboard, etc.), which is redundant and can result in inconsistencies and conflicting advice. One way to shorten the syllabus and provide students with standardized and up-to-date information is to develop a “MOAT-esque” training module. The subcommittee will draft a recommendation to be presented to PAPC. The subcommittee will also provide draft wording for the course outline review timeline policy.

Communication: The subcommittee’s Town Hall recommendation is no longer relevant as the events will not require governance committee participation. The other recommendation was tabled at the PAPC meeting due to PAPC discussion about moving more College resources to SharePoint and away from Blackboard.

### **IV. New Business**

#### **A. IC 2017-2018 Proposed Charges**

1. 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 2015 Academic Standards.
2. Collaborate with New Faculty Academies (full time and adjunct) to provide professional development content specific to general education assessment and instructional resources.
3. Facilitate rubric revisions for scientific reasoning and written communication general education assessment competencies.
4. Document a process and timeline for official course outline review and make recommendations for its inclusion in appropriate policy, procedure, or other relevant document.
5. Determine the committee’s role in advancing Guided Pathways.

#### **B. Subcommittee Groups**

- a. Instructional Resources (Repository and Faculty Academies)
- b. Template (Syllabus Builder and Course Outline Timeline)
- c. Communication (Governance Portal, Website Design, Town Halls)

### **V. Next Meetings – 2017-2018 Academic Meeting Dates & Campus Locations:**

March 2<sup>nd</sup> (N), March 23<sup>rd</sup> Retreat (C), April 6<sup>th</sup> (VB), May 4<sup>th</sup> (N)

**VI. Adjournment**

The meeting adjourned at 11:50am.