

INSTRUCTION COMMITTEE

Minutes

January 12, 2016

2:00 pm in Virginia Beach, Joint Use Library, Room L206

In Attendance: Michael Blankenship (ENG-C), David Brandt (MTH-C), Jennifer Ferguson (District), Heather Fitzgerald (LIB-B), Mark Frederick (CST-N), Lydia Leporte (BUS-B), Steve Litherland (District), Don Mendonsa (IS-C), Amanda Leo (HP-B)

Absent: Kerry Ragno (Dean-N), Don Remy (IT-C), Christine Damrose-Mahlmann (PAPC), Lara Tedrow (SS-N), Ivory Warren (HMS-N)

I. Roll Call

- The meeting was called to order at 2:10pm. Quorum was established.
- Welcome to Ivory Warren (HMS-N). She will represent Public Services.
- There is a vacancy for a Natural Sciences representative on the Committee.
- Kim Bovee and Curt Aasen will attend the next IC meeting and speak about SACSCOC Reaffirmation and QEP.
- Lydia Leporte will set up a shell in BB Collaborate for the February IC meeting.

II. Approval of minutes from last meeting

- The December minutes were approved.
- Update on the IC Website:
 - As of January 12th, “Minutes” have been updated to include the December meeting.
 - Web Communications will be notified that the following changes are still needed:
 - Under “Resources” links to be added to i-INCURR and the General Education Assessment Plan
 - Under “Resources” correct the typo of the title “Faculty Development Assessment” to “Faculty Professional Development”

III. Open issues

A. PAPC updates

- Three versions of the College’s Vision Statement will be emailed to faculty and staff to vote on
- A Faculty Grievance Board has been formed
- The Instruction Committee presented its bylaws with the revisions as suggested by the PAPC. The bylaws passed unanimously.
- Additions/corrections to the Governance websites should be sent to Terrence Johnson, cc Christine Damrose-Mahlmann
- The PAPC held discussion relative to the process for faculty feedback when proposed policy changes are disseminated. There is a process pathway for policy proposal and policy adoption, but is there a need for a procedure on how/when gathering feedback before official adoption?
- The PAPC is in the process of revising their bylaws.
- The next PAPC meeting is on Friday, February 19th at 1:30 in the Green District Building. Heather Fitzgerald will attend as IC Representative in the Chair’s absence and report back to the IC.

B. General Education Committee – update on status

- The first meeting of the General Education Committee task force is scheduled for Friday, January 22nd. All competencies are represented.

C. Subcommittee Reports on progress to date

a. GEA PD Modules / GEARS Awareness

- Amanda Leo contacted Visual Communication and is awaiting a reply.

- Ideas were discussed on how to promote faculty awareness and use of GEARS. It was suggested to start with those faculty that have students selected for assessment. In Spring 2016 the competency assessed will be Personal Development.
- A request has been submitted to put a link to GEARS on Faculty/Staff resources page under “Instructional Resources”

b. GEA Reporting

- The Authentic Assignment Tool (AAT) has been revised and made into a fillable PDF. This tool has been requested to be loaded to GEARS
- A reporting template needs to be finalized to close the assessment loop, in particular something needs to be done with the assessment results.
- Jennifer Ferguson is planning to set up focus groups this semester to gather feedback on assessment. Jennifer and Kerry hope to meet with the Deans before February.
- A survey will be developed to guide the focus groups and decide how to move forward with assessment.
Oral Communication work products are still being assessed for Fall 2015.

c. Bylaws Revisions

- The revised IC bylaws were approved by the PAPC and the IC.

IV. New business

A. IC Bylaws – motion

- The IC officially voted to approve the revised bylaws. There were no opposing votes.

B. Subcommittee Break Out sessions

a. GEA PD Modules / GEARS Awareness

- It was reiterated that GEARS awareness needs to be a priority.

b. GEA Reporting

- Jennifer showed the IC the fillable Authentic Assignment Tool for Personal Development.
- The IC brainstormed possible questions for the survey that will guide the focus groups.
- Jennifer discussed a need to decide upon a schedule for the next cycle of competency assessment

c. Bylaws Revisions

- Amanda will send the revised bylaws to Terrence Johnson to be posted on the IC website.

C. Report Back from Subcommittees

- The points above were discussed by the IC as a whole, so a report back from subcommittees was not necessary.

V. Next meetings: 2015 – 2016 Academic Meeting Dates & Campus Locations

- A. Spring 2016: Feb. 9 (N), Mar. 1 (C) (due to spring break schedule), Mar. 25 (B)(Friday Retreat), Apr. 12 (N), May 10 (C) ; May Learning Institute: May 11-12, Chesapeake

VI. Adjournment

- The meeting adjourned at 3:57pm.