

## ***INSTRUCTION COMMITTEE***

### ***Meeting Minutes***

March 1, 2019

10:00am in Chesapeake, Whitehurst Conference Room 2057

**Chair:** Jessica Morales (C)

**Recorder:** Brittany Horn (VB)

#### **In Attendance:**

Angela Bell (Health Professions-B), Michael Blankenship (English-C), Elizabeth Briggs (Communications-C), David "Steve" Delong (Mathematics-B), Jennifer Ferguson (District), Glenn "Bert" Fox (Social Sciences-C), Brittany Horn (Libraries-B), Harlan "Skip" Krepcik (Industrial Technologies-P), Corrine Lilyard-Mitchell (Fine Arts-P), Steve Litherland (District), Richard "Chris" McCammon (Humanities – N), Jessica Morales (Natural Sciences-C)

#### **Absent:**

Lisa Carter (Information Systems-B), Debra Dart (Public Services – P), Victoria Proffitt (Mathematics-P), Angela Slaughter (Business Management-P)

#### **I. Roll call**

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

#### **II. Approval of Minutes from February Meeting**

A motion was made to approve the February meeting minutes with a grammatical edit. The motion was approved unanimously.

#### **III. Membership Terms**

Jessica will follow up with members on their 3<sup>rd</sup> year of their terms.

#### **IV. Canvas Awareness Update**

John Morea's office is tracking faculty completion of Canvas training and will follow up with individuals teaching this summer and fall. Jessica will send out for committee review an email for faculty to increase awareness of training opportunities and deadlines for transition.

#### **V. Rubric Availability and Awareness**

IC discussed the format for the April meeting. IC members will be divided into groups based on the competencies to answer questions about the individual rubrics. Questions will be documented with the responses to be published to help with the process of identifying competencies for each course.

On Friday, April 5, IC members will meet at 9AM to prepare for guests to arrive at 10AM. The meeting will be on the 5<sup>th</sup> floor of the Norfolk Campus Student Center.

Civic Engagement: Chris and Brittany

Written Communication: Angela and Mike

Scientific Literacy: Jessica and Bert

Quantitative Literacy: Debra and Skip

Critical Thinking: Liz and Corrine

IC further discussed the most effective methods of getting faculty to complete the course outline updates with the new competencies. Jessica will send out the revised draft of the email for IC feedback with a goal of sending out to Deans early next week.

**VI. Civic Engagement Rubric – Review and Finalize**

IC discussed the need to keep the language broad enough to apply to a variety of disciplines. IC acknowledges the inherent challenges of assessing civic engagement.

A motion was made to approve the Civic Engagement Rubric. The motion was approved with one vote opposed and one abstention.

**VII. Review Assignments in GEARS**

**IC reviewed faculty assignments for inclusion in the GEARS assignment repository.**

**VIII. Next Meetings**

2018-2019 Academic Meeting Dates & Campus Locations:

April 5 (N), May 3 (P)

**IX. Adjournment**

The meeting adjourned at 11:45AM.