

# **INSTRUCTION COMMITTEE**

## **Minutes**

March 3, 2015

2:00 pm in Norfolk, Martin Building-Conference Room 2610

**In Attendance:** Michael Blankenship ( C), David Brandt (C), Jennifer Ferguson (District), Heather Fitzgerald (B), Steve Litherland (N), Don Mendonsa (C), Kerry Ragno (N), Don Remy (C), Calvin Scheidt (B), Lara Tedrow (N), Amanda Leo (B)

### **I. Roll call**

Meeting was called to order at 2:08pm. Committee members identified themselves and the discipline they represented.

### **II. Approval of minutes from last meeting**

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

### **III. Open issues**

#### **A. GEARS**

- a. Update on additions/ changes provided by Heather  
Heather has been working on adding content to GEARS. All competencies still need to be populated with assignments from faculty. Information Literacy and Written Communication are the only competencies that have sample assignments other than those assignments that came from the General Education Assessment Plan. Committee members were asked to submit assignments to Amanda so content can be reviewed at the March 27<sup>th</sup> retreat. Mike mentioned that he has encouraged English faculty to contribute assignments.
- b. Continuance of discussion of the development process  
Jennifer, Amanda and Melissa Degaraff (GEA Tool) have drafted an FAQ document with questions that have been received by thus far relative to the GEA process. The Committee reviewed the document and suggested changes. The revised document will be discussed at a future meeting. This document will be added to GEARS to provide information for faculty about the general education assessment.
- c. Sample Assignments  
Assignment samples which have been submitted to the Committee are currently being held until the March 27<sup>th</sup> retreat. At the retreat, Committee members will review assignments by competency and select examples to be posted on GEARS. Amanda reminded the Committee to send sample assignments to her so they can be reviewed for inclusion on GEARS.

#### **B. Instruction Committee Retreat**

The retreat will be on March 27<sup>th</sup> at the Chesapeake Campus from 1-4. The General Education Assessment Coaches will be invited to attend and participate. Work will be done reviewing and selecting assignments for GEARS, addressing the issue of a single competency (communication) and its two General Education rubrics (oral and written), and discussing development of a process for revision of the Official Course Outlines.

### **IV. New business**

#### **A. Official TCC Course Syllabus Template**

The Committee made recommendations to the placement of the proposed language changes to *Inclement Weather/ Emergent Hazardous Conditions* to comply with Policy 1401. The Committee recommends that this section should be a required section on the Official Course Syllabus template. It was recommended to place this revised inclement policy as #5 under Course Policies and move “Disposition of Classes for Emergency Shutdown of the College” to #6. Information for TCC Alerts was suggested to be moved to #5 as well. Also, it was recommended to strike “(Formerly Disability Services)” from Educational Accessibility disclosure on page 6. Amanda will submit the Instruction Committee’s recommended changes to Dr. DeMarte for review and consideration.

## **B. Official Course Outlines**

The Committee needs to discuss timeline, process, and accountability issues with the Official Course Outlines. Kerry shared feedback from the Deans and Curriculum Committee about the Course Outlines. There was an overall concern that the course outcomes change often and that for some courses, the wrong competencies may have been identified. It has been recommended that the process for changing course outlines be addressed. Refining the course outline process may provide transparency for all individuals involved. A possible process for change may include revising the learning outcomes, aligning general education competencies, and making sure topics covered are agreed upon. Kerry suggested faculty development opportunities to assist with understanding and implementation once a process is developed. Jennifer suggested a strategy that discipline meetings could take place at the May Learning Institute to address changes on an annual basis college-wide. Concerns by the Committee still existed about attendance at the May Learning Institute and how to get the best representation of campuses, disciplines, and full-time faculty. Faculty accountability in regard to use of Official Course Outlines and Syllabus Templates was a concern indicated in feedback solicited from Academic Deans. Additional questions for the Instruction Committee to consider:

a. When should Official Course Outlines be reviewed?

The Committee agreed that the Official Course Outlines should be reviewed on schedule with the General Education Assessment. It was suggested that the review timeline be every 5 years, or as needed. Alternate suggestions included reviews/ updates to be completed annually as part of faculty development sessions.

b. Who is responsible for coordinating effort to revise and comply with Official Course Outlines?

The Committee questioned whether lead faculty could be selected or facilitators selected from general education assessment coaches or Curriculum Committee.

## **C. Committee Terms of Office**

Amanda asked each Committee member to identify their current year relative to terms of office. This information will be compiled along with vacancies and submitted to PAPC Chair by Friday March 6th. New membership will be addressed at a future meeting.

## **V. Next meetings**

- A. **Friday, March 27:** Instruction Committee Retreat, Chesapeake Campus, 1-4 p.m. Room TBA.
- B. **Tuesday April 14:** Instruction Committee Meeting, Virginia Beach Campus, Regional Health Professions Building 3<sup>rd</sup> floor conference room 2-4 p.m.
- C. **May 12:** Instruction Committee Meeting, Norfolk, Green Building, Room 502
- D. **May 13-14:** Learning Institute, Chesapeake Campus – Student Center

## **VI. Adjournment**

The meeting adjourned at 4:22pm.