

INSTRUCTION COMMITTEE

Meeting Minutes

May 12, 2015

2:00 pm in Norfolk, District Green Building, Room 502

In attendance: Barbara Blake Gonzalez (SS-C), Michael Blankenship (ENG-C), Jennifer Ferguson (District), Heather Fitzgerald (LIB-B), Lydia Leporte (BUS-B), Steve Litherland (District), Don Mendonsa (IS-C), Don Remy (C), Calvin Scheidt (Dean-B), Lara Tedrow (SS-N), Amanda Leo (HP-B)

Absent: David Brandt (MTH-C), Mark Greer (SCI-B), Kerry Ragno (Dean-N), Cameron Russell (N) Christine Damrose-Mahlmann (PAPC)

I. Roll call

The meeting was called to order at 2:04pm. Committee members identified themselves and the domain they represented.

II. Approval of minutes from last meeting

Quorum was established. The April 14th minutes were approved. The minutes will be added to the Instruction Committee website.

III. Open issues

A. Office of Academic Affairs meeting

Amanda met with Dr. DeMarte, Steve Litherland and Jennifer Ferguson on April 22nd and presented an informational packet detailing the Instruction Committee's actions since January 2015. Included in the informational packet were: summary of actions toward 2014-2015 Committee charges, reports of new business addressed since January 2015, Instruction Committee member charge recommendations for 2015-2016, strategies for success in 2015-2016, a current list of Committee membership by domain, screenshots of GEARS, copies of the General Education Assessment Authentic Assignment Worksheet and Rubric Tool, a copy of revised Committee bylaws, and a recommended strategy to increase awareness of General Education assessment.

B. PAPC Report

Amanda participated in PAPC meeting on April 24th. Topics of discussion included adding language into Committee bylaws to support diversity and inclusion, as well as discussion and vote on TCC's proposed mission statement.

C. GEARS update

Heather provided an update on the progress of GEARS. The site will launch on May 14th at May Learning Institute and has been placed under the Assessment tab on the Office of Academic Affairs website: <http://www.tcc.edu/academics/assessment/> The Committee will continue to monitor this resource and add content as submitted by faculty.

D. General Education Course Proposal Procedure: IC membership completed review of proposed draft documents and recommendations were submitted to Amanda Leo. Feedback/recommendations were collectively documented using track changes, and submitted to Kellie Sorey on May 1st.

IV. New business

A. Instruction Committee – Nominations, elections & appointments

Mark Greer (B) will fill the Natural Sciences vacancy. His term will begin in September of 2015. Other vacancies: 1 for Communication, 1 for Humanities/Fine Arts/Arts and Design, and 1 for Public Services.

Amanda Leo was elected Instruction Committee Chair for the 2015-2016 year with no dissenting votes. Heather Fitzgerald was elected as Recorder for the 2015-2016 year with no dissenting votes. Jennifer has a list of names from the new faculty academy which will be contacted to potentially fill existing Committee vacancies.

B. Proposed Instruction Committee Charges 2015-2016

Amanda presented the following 2015-2016 charges from Dr. DeMarte to the Committee:

- 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 2105 Academic Standards
- Establish ongoing assessment responsibilities in the Instruction Committee Bylaws
- Recommend a reporting template and process to close the assessment loop; specifically, the use of assessment results and the subsequent impact
- Recommend content for professional development modules specific to general education assessment
- Increase awareness of General Education Assessment and plan opportunities for faculty to provide feedback

Charges were approved unanimously by Committee with correction to policy number.

C. General Education Assessment Awareness Campaign

Amanda recommended a subcommittee be formed for the summer to start planning for a General Education Assessment Awareness Campaign. The campaign could focus around aligning courses with appropriate competencies, assigning students authentic tasks to develop competencies, and assessing student outcomes relative to authentic assignments.

V. Next meetings

A. May 13-14: Learning Institute, Chesapeake Campus – Student Center

B. Proposed 2015-2016 Committee Meetings

a. Fall 2015: Sept. 8 (C), Oct. 13 (B), Nov. 10 (N), Dec. 8 (C)

b. Spring 2016: Jan. 12, Feb. 9, Mar. 1 (due to spring break schedule), Mar. 25 (Friday Retreat), Apr. 12, May 10

C. May 11-12 2016: Learning Institute

VI. Adjournment

The meeting adjourned at 3:14pm.