

# **INSTRUCTION COMMITTEE**

## **Meeting Minutes**

November 10, 2015

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

**In attendance:** Michael Blankenship ( ENG-C), David Brandt (MTH-C), Jennifer Ferguson (District), Heather Fitzgerald (LIB-B), Mark Frederick (CST-N), Steve Litherland (District), Don Mendonsa (IS-C), Kerry Ragno (Dean-N), Don Remy (IT-C), Lara Tedrow (SS-N), Amanda Leo (HP-B)

**Guests:** John Morea, Associate Vice President, Learning Technologies, Kellie Sorey, Associate Vice President, Academics

**Absent:** Mark Greer (NS-B), Lydia Leporte (BUS-B), Calvin Scheidt (Dean-B), Christine Damrose-Mahlmann (PAPC)

### **I. Roll call**

- The meeting was called to order at 2:07pm.

### **II. Guest Speakers**

- John Morea and Kellie Sorey presented on the integration of the Official Course Syllabus into Blackboard.
- Learning Technologies staff is working on transforming the Official Course Syllabus into a customizable form (with College-wide content automatically added), that can be published as a PDF or in HTML format
- An online version of the Official Course Syllabus will allow for live changes without faculty having to revise syllabi individually
- Help videos and a quick guide will be available to help faculty utilize the online version of the Syllabus
- Implementation is anticipated for summer/fall 2016 semester
- The Committee inquired about the process for faculty notification of changes
- Based upon information provided, the Committee recommended: (1) an email be sent to faculty when changes are made to the Official Course Syllabus and (2) a fillable content area be added to the online version of the Syllabus to allow for inclusion of additional program and/or course specific content (when necessary)

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

- Quorum was established. The October 13<sup>th</sup> minutes were approved with corrections. The minutes will be submitted to Christine Damrose-Mahlmann for addition to the Instruction Committee website.

### **IV. Open issues**

#### **A. PAPC updates**

##### **a. Report from Oct. 30<sup>th</sup> meeting**

- The Governance Committees received formal, written charges from the President
- TCC will adopt a new vision statement, which is still being drafted
- Instruction Committee Chair presented a summary of current issues relative to IC website
- Currently Committee minutes are to be sent to PAPC for posting on the IC's website

##### **b. PAPC Meeting**

- Don Mendonsa will be the designated IC representative at the November 20<sup>th</sup> PAPC meeting.

##### **c. Faculty Professional Development Committee meeting**

- Lara Tedrow will be the IC representative at the Faculty Professional Development Committee meeting related to May Learning Institute on December 1<sup>st</sup>.

#### **B. Assessor Training Recap**

- On October 20<sup>th</sup>, Amanda Leo and Jennifer Ferguson presented an Assessor training session for the Instruction Committee
- Heather Fitzgerald, Mike Blankenship, and Don Mendonsa attended the training
- Training will be offered again next semester, with a pilot use of Blackboard Collaborate.
- Training for adjuncts is currently provided at the new faculty academy to increase knowledge of General Education Assessment and GEARS.

#### **C. General Education Committee Recommendation**

- Curriculum Committee and Instruction Committee are in agreement on the proposal that General Education be a stand-alone Governance Committee. The Instruction and Curriculum Committees will collaborate to put forth a proposal.
- Dr. DeMarte asked that a General Education Committee task force be established
  - Membership of this task force should be made up of faculty who support the competencies

### **V. New business**

#### **A. Motion**

- The motion submitted by Cameron Russell, Assistant Professor of Biology, Norfolk Campus “to convene workshops at the next Learning Institute, in May 2016, to have faculty work on rubric revisions” was lost after debate.
- The Committee will make the following recommendation to Dr. DeMarte: “The Instruction Committee recommends an agenda item for the next discipline meetings: Faculty will discuss the application of specific GEA rubrics to individual disciplines and/or courses.”

#### **B. IC Bylaws**

- The Committee proposed revisions to the IC Bylaws including:
  - Section IV, B: Membership- Change term from two to three years
  - Section IV, C: Membership-Delete line about re-election, re-appointment
  - Section IV: Membership Representation Chart- Delete Non-voting from Ex-Officio members
  - Section IV: Membership Representation Chart- update count of voting members (as reflected by allowing Ex-Officio members voting rights)
  - Allowing Ex-Officio representatives to vote
  - Addition of a diversity and inclusion statement
  - Section IX, B: Attendance- include verbiage about how many absences lead to forfeiture of position

#### **C. Subcommittee break-out sessions**

- Subcommittee break-out sessions were tabled until the next meeting.

### **VI. Next meetings: 2015 – 2016 Academic Meeting Dates & Campus Locations:**

**A. Fall 2015:** Dec. 8 (C)

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

**C. May Learning Institute:** May 11-12, Chesapeake

### **VII. Adjournment**

The meeting adjourned at 4:27pm.