

TCC Instruction Committee Minutes

Date: Oct 14, 2014

Time: 2PM

Location: Room 4101, Academic Bldg, Chesapeake Campus

Guests: None

In Attendance: Michael Blankenship (C), Katherine Buhner (B), David Brandt (C), Heather Fitzgerald (B), Jennifer Ferguson (B), Lydia LePorte (B), Steve Litherland (N), Don Mendonsa (C), Kerry Rango (N), Don Remy (C), Cameron Russell (N), Calvin Scheidt (B)

I. Call to Order

Meeting was called to order at 2:06

II. Correction and Approval of minutes

1. Due to quorum not being established, Cameron made a motion to vote via email on May and September minutes. Don Mendonsa seconded this motion.

May and September minutes approved by email quorum of 12 votes (no dissenting votes) on 10/31/2104

III. Guest Speakers

None

IV. Report

None

V. Open Business

1. New members and quorum issues

The question was posed as to what the Committee's total membership should be and whether current vacancies can be eliminated. Steve asked for a list of current vacancies.

A list of vacancies was updated and emailed to Steve on 11/3. Currently there are 12 vacancies (referring to the membership list on Instruction Committee's website): (1) Counseling, (2) Humanities/Fine Arts, (1) Classified Staff, (1) Social Sciences, (1) Industrial Technology, (1) Engineering Technology, (1) Public Services, (1) Speech & ESL, (1) Developmental English or Math, (1) Art and Design.

VI. New Business

1. Charges for the new year

Charge 1- remove word "authoritative" in first bulleted item *Approved by email quorum of 12 votes (no dissenting votes) on 10/31/2104*

Faculty to develop content/assignment and librarians to manage online resource (LibGuide). Cameron asked Steve to provide a LibGuide demo to the Committee.

David and Jennifer mentioned that rubric interpretation can be challenging when assessing content.

Charge 2- reword to say "Review faculty feedback regarding the TCC General Education Competency Rubrics collected at the spring 2014 Learning Institute, and recommend how to proceed following the review."

Email vote requested on 10/21/2014

The Committee must review feedback from the 2014 Learning Institute before making future decisions. If there is not enough data, we could conduct a survey to see if there is a need for changes to the rubric. It was suggested that this survey could take place at January Convocation.

Charge 3- The Committee agreed that we need a process in place to be able to appropriately act on the sub-charge: "Reviewing and recommending revisions of the General Education Assessment Plan". This sub-charge could be conducted with the Curriculum Committee, as there is shared interest. There was a question about the distinct roles that the Instruction and Curriculum Committee serve regarding the process and timeline for course outline review.

2. Election of new officers

Cameron deferred the election of officers until quorum established. A motion was made by Cameron, and seconded by Don Remy, in favor of an email vote.

Barbara Blake-Gonzales was elected Chair; Heather Fitzgerald was elected Recorder by email quorum of 12 votes (no dissenting votes) on 10/31/2014.

3. Official Syllabus Template revision

The Instruction Committee Chair will send the template to faculty as a "for your information" item. We are not intentionally soliciting feedback at this time. A discussion arose as to the origin of the learning outcomes for the General Assessment. Suggestions for changes go through individual Departments and ultimately the Curriculum Committee.

VII. Other

None

VIII. Next Meeting

November 11, Meeting Room L-102, Joint-Use Library, Virginia Beach Campus

IX. Adjournment

Meeting Adjourned at 3:40 pm