

## **INSTRUCTION COMMITTEE**

### ***Meeting Minutes***

October 6, 2017

10:00 Chesapeake Campus, New Academic Building, Room 4315

**Meeting Facilitator:** Josh Howell, Chair (N)

**Recorder:** Brittany Horn (VB)

**In attendance:** Lisa Carter (Information Systems-B), Bert Fox (Social Sciences-C), Brittany Horn (Libraries-B), Josh Howell (English-N), Steve Litherland (District), Angela Slaughter (Business Management-P), Ivory Warren (Public Services-N)

**Absent:** Rita Bouchard (Health Professions-P), Jennifer Ferguson (District), Mark Frederick (Communication-N), Harlan Krepcik (Industrial Technologies-P), Amanda Leo (Health Professions-B), Victoria Proffitt (Math-P), Kerry Ragno (Dean-N), Beno Rubin (Career Technical Dean-C), Megan Taliaferro (Natural Sciences-B), Corinne Lilyard-Mitchell (Fine Arts-P)

### **I. Roll call/ Introductions**

The meeting was called to order at 10:05 AM. Quorum was not established. Therefore, agenda items were discussed but no votes were called.

To increase the likelihood of quorum for future meetings, Josh Howell will reach out to fill the remaining vacant seats representing English, Humanities/Fine Arts/ Art and Design, Social Sciences, and Industrial Technologies. PAPC appointees are another option.

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

Since quorum was not established, minutes from May, September, and October will be approved via email before the November meeting.

### **III. Open issues**

A. PAPC Update – Josh Howell Presented an updated from the last PAPC meeting.

- GILC updated its bylaws.
- All committees reported on charges and updates.
- OLC requested PAPC appointees to membership.
- The group discussed improving faculty communication regarding governance activities.
  - The Governance Portal, newsletters, and email prioritization and read receipts are options for increasing communication and accountability for faculty to engage in the governance system.
  - IC discussed the need to encourage faculty participation in College professional development events, such as Convocation and Learning Institute, to hear more about governance activities.
  - IC further discussed the importance of faculty attendance at commencement and increased interaction with students on campus as vitally important factors to student success. Faculty should make every effort to attend faculty professional development events, convocation, and commencement.
- The Governance Portal on Blackboard was created to increase transparency throughout the College regarding committee membership and meetings.
  - The Shared Governance Portal on Blackboard is viewable by all TCC faculty and staff. Committee members can post, but only chairs and recorders can edit or delete.
  - Josh and Brittany will work to add content (charges, agendas, minutes, reports, etc.) and update the Portal as well as the IC website.
  - The Portal allows users to “follow” committees.

- Web conferencing is a function in the Portal, but it will only be used for emergency situations to encourage in-person attendance. The blog and discussion boards can be used for project and subcommittee management.
- Josh presented a newsletter template with the recommendation that a newsletter be sent out by committee chairs each semester to augment traditional and other methods of communication (email, Portal, etc.) The IC Newsletter template has dedicated space for an introduction from the Chair, committee charges, members, information about GEARS and library resources, and a list of future meeting dates and times.

B. Integration of Official Course Syllabus into Blackboard-Tabled for future meeting.

C. Bylaws

- The bylaws and other IC documentation is stored on Google Drive. Josh will provide access to committee members upon request.
- IC discussed grammatical and content changes to the bylaws. Brittany will edit the latest version of these bylaws to reflect the following recommended changes for approval at the next meeting:
  - The Purpose statement (II) was revised to be more proactive.
  - A period was added to Responsibilities (III).
  - A statement on unnecessary elections was added to Membership and Terms of Office (IV B).
  - Dr. DeMarte needs to be consulted regarding the length of terms (IV C).
  - Elections of Officers will be held in April instead of May (VI A).
  - Under Officers (VII), no meeting will be held in December (A 1), and Dr. DeMarte's title was corrected (A 6). Elections will be held at the second to last scheduled meeting (A 11). The Recorder will work with the Chair to update governance portal and other resources (B 5). The numeration for this section was corrected.
  - IC will meet according to the posted schedule (VIII).
  - Additional meetings can be called by the Chair outside a regularly scheduled meeting (VIII A.)
  - The Chair can appoint ad hoc subcommittees (X).

#### **IV. New Business**

A. IC 2017-2018 Proposed Charges:

1. 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 Academic Standards.
2. Collaborate with New Faculty Academies (full time and adjunct) to provide professional development content specific to general education assessment and instructional resources.
3. Facilitate rubric revisions for scientific reasoning and written communication general education assessment competencies.
4. Document a process and timeline for official course outline review and make recommendations for its inclusion in appropriate policy, procedure, or other relevant document.
5. Determine the committee's role in advancing Guided Pathways.

B. Subcommittee Groups

- a. Governance Portal
- b. Syllabus Builder

V. **Next meetings-** 2017-2018 Academic Meeting Dates & Campus Locations:

2017: November 3<sup>rd</sup> (VB, Joint-Use Library meeting room), December 1<sup>st</sup> (N)

2018: January 12<sup>th</sup> (C), February 2<sup>nd</sup> (VB), March 2<sup>nd</sup> (N), March 23<sup>rd</sup> Retreat (C), April 6<sup>th</sup> (VB), May 4<sup>th</sup> (N)

All IC members who have not been trained are encouraged to attend the General Education Assessor training on October 13, 2017.

**VI. Adjournment**

Meeting adjourned at 11:56 AM.