

INSTRUCTION COMMITTEE

Minutes

September 2, 2016

9:00 am in Virginia Beach, Joint Use Library, Room L-103

Meeting Facilitator: Amanda Leo, Chair

Recorder: Heather Fitzgerald

In Attendance: Michael Blankenship (ENG-C), Jennifer Ferguson (District), Heather Fitzgerald (LIB-B), Amanda Leo (HP-B), Steve Litherland (District), Don Mendonsa (IS-C), Kerry Ragno (Dean-N), Lara Tedrow (SS-N)

Absent: David Brandt (MTH-C), Mark Frederick (CST-N), Monica McFerrin (PAPC), Beno Rubin (Dean-C), Megan Taliaferro (NS-B), Ivory Warren (PS-N)

I. Roll call/ Introductions

- The meeting was called to order at 9:07 am. Quorum was established.

II. Approval of minutes from last meeting

- The May minutes were approved.

III. Open issues

A. Academic Affairs Update

- Steve mentioned that Academic Affairs has been reading and discussing *Redesigning America's Community Colleges: A Clearer Path to Student Success* by Bailey, Jaggars, and Jenkins. This book is the inspiration for Guided Pathways.
- The Library has ordered multiple copies and has an ebook version available at <http://libguides.tcc.edu/pathways>. At this link is also a list of the book's references and how to locate these resources.
- Steve will let Amanda know when the print books are available so that the Instruction Committee may review its content.

B. IC Membership – updates and openings

- Amanda provided an update to Instruction Committee membership.
- Megan Taliaferro, faculty member from the Virginia Beach Campus, will represent Natural Sciences.
- Current vacancies are as follows:
 - 1-2 Humanities/Fine Arts/Arts & Design
 - 1-2 Industrial Technologies
 - 1 Business Management

C. Integration of Official Course Syllabus into Blackboard – update

- According to John Morea, the Official Course Syllabus' integration into Blackboard is on hold until further notice.

D. May Learning Institute – review of faculty feedback

- Over the summer, Jennifer, Amanda, and Heather reviewed the faculty feedback from the Learning Institute and made note of the areas of concern for each competency.

- Two major themes emerged from the feedback: (1) A request for more training on GEA and (2) Avenues specific for adjuncts to receive training and information about GEA
 - Proposed 2016-2017 Committee charges include professional development opportunities for General Education Assessment as well as adjunct faculty awareness.
- Stacey Deputy presented a refresher Assessor training at Faculty Development Day.
- The Committee suggested a review of GEA results to occur at discipline meetings.
- Jennifer Ferguson will check to see if we can add standardized dates for GEA training to the Academic Calendar.
- The next Assessor training will occur on Friday, October 14th from 1-4, at the Norfolk Campus.

E. GEARS: report on updates/ changes

- Seven new assignments were reviewed by the IC and added to GEARS.
- Other additions to GEARS included:
 - Renaming the existing 2016 Learning Institute documents to “List of Competencies by Course” and “List of Competencies by Curriculum”. This title change is intended to make these documents more identifiable
 - Updating the GEA plan to include Spring 2016 data
 - Key dates for GEA
 - Updated GEA schedule

F. Literary Resources – review and follow up

- Committee members reviewed several books over the Summer and plan to add a list of these materials to the Instruction Committee website under “Resources”
- Titles that were recommended by IC members included:
 - *Small Teaching: Everyday Lessons from the Science of Learning* by James M. Lang
 - *The Course Syllabus: A Learning-Centered Approach* by Judith Grunert O’Brien et als.
 - *Teaching at its Best: A Research-Based Resource for College Instructors*, by Linda Nilson
 - *How We Learn: The Surprising Truth About When, Where, and Why It Happens*, by Benedict Carey

IV. New business

A. IC 2016-2017 Draft Charges

- The Committee agreed on the below draft charges for 2016-2017. It was agreed that the previous draft of charge ii (strike-through text below) was better addressed at the discipline level before decisions could be made about the TCC Official Course Outline.
 - Review and recommend any revisions to policies, procedures, plans, or other relevant document that are germane to the purpose of the Instruction Committee; assist drafting new policy and procedures, if needed.
 - ~~Establish proposed definitions for methods of assessment to be included on TCC Official Course Outline.~~ Establish a repository of resources for faculty to support instructional effectiveness.
 - Establish proposed glossary of terms for general education competency rubrics as needed (oral communication, cultural and social understanding, information literacy, personal development, quantitative reasoning).
 - Recommend content for online professional development modules specific to general education assessment.
 - Increase adjunct faculty awareness of General Education Assessment through communication and dissemination of information.

vi. Determine the committee's role in advancing SEM and Guided Pathways.

B. Subcommittee Groups

- Subcommittee groups will be determined at future meetings as necessary.

C. 2016-2017 Academic meeting dates & campus locations –proposed changes

- The Committee agreed to change the IC meeting dates to the first Friday of each month, with the location rotating between campuses.

V. Next meetings

- The next meeting will be on Friday, October 7th at 9am at District, Green Building, Room 602.

A. Other Meeting Dates/Locations for 2016-2017

- Fall 2016: Oct. 7 (N) Nov. 4 (C), Dec. 2 (B)
- Spring 2017: Jan. 6 (N), Feb. 3 (C), Mar. 3 (B), Mar. 25 (N) (Friday Retreat), Apr. 7 (C), May 5 (B)

B. Faculty Professional Development Day

- Tuesday, Oct. 18th

VI. Adjournment

- The meeting adjourned at 11:28am.