

## ***INSTRUCTION COMMITTEE***

### ***Meeting Minutes***

September 7, 2018

10:00am in Portsmouth, Visual Arts Center Room 208

**Meeting Facilitator:** Steve Litherland (D)

**Recorder:** Brittany Horn (VB)

#### **In Attendance:**

Angela Bell (Health Professions-B), Elizabeth Briggs (Communications-C), Jennifer Ferguson (District), Glenn “Bert” Fox (Social Sciences-C), Brittany Horn (Libraries-B), Steve Litherland (District), Corrine Lilyard-Mitchell (Fine Arts-P), Richard McCammon (Humanities-N), Jessica Morales (Natural Sciences-C)

#### **Absent:**

Lisa Carter (Information Systems-B), David “Steve” Delong (Mathematics-B), Harlan “Skip” Krepcik (Industrial Technologies-P), Victoria Proffitt (Mathematics-P), Angela Slaughter (Business Management-P)

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

The meeting was called to order at 10:07. Quorum was established at 10:12.

#### **Nominations and Election for Instruction Committee Chair**

A motion was made to nominate Steve Litherland to serve as facilitator of the current meeting. The motion was approved unanimously.

A motion was made to nominate Jessica Morales chair beginning with the next meeting for the rest of the academic year. The motion was approved unanimously.

### **II. Approval of Minutes from May Meeting**

A motion was made to approve the May meeting minutes with changes. The motion was approved.

### **III. Open Issues**

#### **A. Proposed charges for 2018-2019**

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 2105 Academic Standards.
2. Facilitate rubric revisions as needed for general education assessment competencies based on SCHEV policy and VCCS guidelines.
3. Develop and maintain content pertaining to instructional effectiveness for inclusion in the Instructional Resource Repository.
4. Determine the committee’s role in advancing Guided Pathways.

#### **B. Committee Vacancies**

Steve Litherland will reach out the Deans to find Deans to fill the vacant Dean (Career and Technical) and Dean (Transfer) seats. Per IC Bylaws, other vacancies include English and Public Services faculty.

#### **C. General Education Update**

Jennifer Ferguson provided an overview of the SCHEV revised policy on General Education and Assessment. Four-year institutions will support Civic Engagement, Critical Thinking, Written

Communication, and Quantitative Literacy. In addition to these four, VCCS will support Professional Readiness and Scientific Literacy. The General Education Policy draft will be submitted for VCCS approval in January 2019. The GE plan is due to SCHEV in March 2019. Rubrics will be created for Civic Engagement and Professional Readiness. Rubrics for Scientific Literacy and Critical Thinking will be reviewed by IC at the next meeting to ensure alignment with VCCS definitions. Jennifer's office will also review all rubrics for inclusion of learning outcomes for Information Literacy and bring to the committee for review since it is no longer a required competency.

The GE Plan and assessment results is available on [Sharepoint](#). Faculty are reminded of the resources available on [GEARS](#).

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

##### **A. General Education Policy Draft**

IC has been asked to report input from faculty on the draft. IC will request the draft be included as an agenda item for the next Faculty Senate meeting. A college-wide email from the IC account will also be used to solicit feedback.

#### **V. Next Meetings**

2018-2019 Academic Meeting Dates & Campus Locations:

October 5 (VB), November 2 (C), December 7 (N), January 11 (P), February 1 (VB), March 1 (C) (meeting and retreat), April 5 (N), May 3 (P).

#### **VI. Adjournment**

The meeting adjourned at 11:53am.