

## ***INSTRUCTION COMMITTEE***

### ***Retreat Minutes***

March 23, 2018

10:00am in Chesapeake, Academic Building Room 4317

**Meeting Facilitator:** Steve Litherland-AA liaison (District)

**Recorder:** Brittany Horn-B

#### **In Attendance:**

Rita Bouchard (Health Professions-P), Lisa Carter (Information Systems-B), Brittany Horn (Libraries-B), Jennifer Ferguson (District), Glenn “Bert” Fox (Social Sciences-C), Mark Frederick (Communications-N), Corrine Lilyard-Mitchell (Fine Arts-P), Steve Litherland (District)

#### **Absent:**

Harlan “Skip” Krepcik (Industrial Technologies-P), Amanda Leo (Past Chair), Richard McCammon (Humanities-N), Victoria Proffitt (Mathematics-P), Kerry Ragno (Dean-N), Beno Rubin (Dean-C), Angela Slaughter (Business Management-P), Megan Taliaferro (Natural Sciences-B), Ivory Warren (Public Services-N)

#### **I. Roll call**

Call to order 10:10 AM. Quorum was not established.

#### **II. Open Issues**

##### **A. Appointment of Substitute Chair**

Those present nominated and approved Steve Litherland to facilitate the retreat. The substitute chair will be appointed at the next full meeting.

##### **B. Review of Civic Engagement email to all faculty**

SCHEV’s new directive on general education competencies includes four standard competencies (Critical Thinking, Quantitative Reasoning, Written Communication, and Civic Engagement). The selection of the two remaining competencies is being worked on at the VCCS level. Although SCHEV defines the competencies, each institution is responsible for reporting how they will assess them. Jennifer Ferguson presented a draft email that will be sent to initiate the conversation about Civic Engagement with faculty. IC members present provided feedback on the draft email. Jennifer will make further revisions and send the next draft out to the entire committee for approval before it goes to faculty.

##### **C. Review of assignments**

IC members paired up to assess assignments submitted for Scientific Reasoning (Spring ’17) and Written Communication (Fall’17) with respective rubrics in order to identify model assignments for inclusion in GEARS.

##### **D. Sub-Committee Updates:**

**Instructional Resource (Repository and Faculty Academies):** Create PDFs, instructional videos, and/or other resources to add to the repository and share with faculty at the Academies. Members: Mark Frederick (lead), Megan Taliaferro, Amanda Leo, Chris McCammon

**Template (Syllabus Builder and Course Outline Timeline):** Work on IC charges 1 and 4 (see below).Members: Lisa Carter, Angela Slaughter, Rita Bouchard (lead), Corrine Lilyard-Mitchell

**Communication (~~Governance Portal, Website Design, Town Halls~~):** Update Governance website. Members: Brittany Horn, Ivory Warren, Bert Fox (lead), Steve Litherland

Reports from the sub-committees were tabled until the next full meeting.

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

April 6<sup>th</sup> (VB), May 4<sup>th</sup> (N)

**IV. Adjournment**

The meeting adjourned at 12:30 PM.