

## **Instruction Committee Year-End Report 2018- 2019**

### Membership:

Angela Bell (Health Professions)  
Michael Blankenship (English)  
Elizabeth Briggs (Communications)  
Lisa Carter (Information Systems)  
Debra Dart (Public Services)  
David DeLong (Mathematics)  
Jennifer Ferguson (Director of General Education Assessment and Transfer Partnerships)  
Glenn Fox (Social Sciences)  
Mark Frederick (Communications)  
Brittany Horn (Libraries, Recorder)  
Harlan Krepcik (Industrial Technologies)  
Steve Litherland (AVP Libraries, Past Chair, Ex-Officio)  
Corrine Lilyard-Mitchell (Fine Arts/Arts and Design)  
Jessica Morales (Natural Sciences, Chair Elect)  
Victoria Proffitt (Mathematics)  
Richard McCammon (Humanities)  
Angela Slaughter (Business Management)

### Vacancies:

Academic Dean (Transfer Programs)  
Academic Dean (Career and Technical Programs)

### **Proposed Charges 2018- 2019**

1. Review and recommend any revisions to policies, procedures, plans, or other relevant documents that are germane to the purpose of the Instruction Committee, e.g., course outlines and course syllabus templates, the General Education Assessment Plan, Policy 2105 Academic Standards.
2. Develop and maintain content pertaining to instructional effectiveness for inclusion in the Instructional Resource Repository.
3. Facilitate and finalize rubric revisions that align with the college's new General Education Assessment Plan and associated learning outcomes.
4. From the perspective of the Instruction Committee's purpose and role in shared governance, make recommendations for changes to the committee's 2019-20 bylaws (including name, purpose, mission, and membership) to align with the college's efforts around Guided Pathways. Include the purpose behind any recommended changes, and seek the input of college stakeholders and constituents when necessary or appropriate. Any changes must adhere to the

processes set forth by the General Guidelines for Shared Governance System created by the PAPC and documented on the TCC website.

5. From the perspective of Instruction Committee's purpose and function at TCC:
  - a. Review and document the previous strategic plan for strengths and weaknesses;
  - b. Make recommendations for developing the next strategic plan including (but not limited to) best practices for college-wide engagement to adequately represent the unique perspectives and role of the committee.
  - c. Make recommendations for ensuring that the Performance Funding Metrics and Student Progression Markers are incorporated into the strategic plan.

### **Instruction Committee's Progress**

- General Education Plan/Rubric Development and Finalization
  - IC has reviewed the SCHEV revised policy on General Education and Assessment. The VCCS will support Civic Engagement, Critical Thinking, Written Communication, Quantitative Literacy, Professional Readiness and Scientific Literacy.
  - IC has solicited input from faculty on the General Education Policy Draft. Comments were collected and included in the report to the Associate Vice President for Academic Affairs.
  - IC reviewed the revised Scientific Literacy rubric for alignment with the General Education Policy Draft definition. IC voted that the revised TCC Scientific Reasoning rubric meets the spirit of and is in alignment with the VCCS General Education Policy definition of scientific literacy.
  - IC reviewed and found the Critical Thinking rubric meets the spirit of and is in alignment with the VCCS General Education Policy definition of critical thinking.
  - IC has been working extensively on development of a Civic Engagement (CE) Rubric.
    - The Massachusetts Civic Learning and Engagement Assessment Framework was used to begin the conversation for how TCC would fulfill SCHEV requirements.
    - Faculty input was solicited for the CE rubric.
    - IC members evaluated other CE rubrics and objectives and discussed modifications to make each objective measurable.
    - IC worked to develop objectives worded to maximize application at TCC for practicality and assessability.
    - IC drafted definitions of terms, e.g. civic values that will be necessary for effective assessment.
    - IC finalized CE rubric for use 2019-2020.

- IC has begun working on Professional Development Competency and discussing definitions and development of rubric.
  - Faculty input was solicited for the PD competency.
- IC supported college implementation of new and revised GE competencies.
  - Rubrics were provided Pathway Deans with an open invitation to attend a meeting discussing the objectives, assessments, or provide clarification.
  - IC held information session designed to provide faculty with guidance in changes to GE competencies and determining which competency or competency are supported by courses.
- Strategic Plan
  - IC attended presentation on VCCS PFM plan including a discussion on the impact of the plan on TCC funds, and the 10 metrics used to distribute General Funds.
  - IC attended a presentation on the College's planning transition and future strategic planning efforts.
  - IC discussed and evaluated former TCC Strategic Plan and developed recommendations on how to proceed with creation of new strategic plan.
  - IC reviewed previous strategic plan for strengths and weaknesses;
    - Observations and recommendations were forwarded to PAPC and include:
      - Ensuring PFM tied to new TCC Strategic Plan.
      - Aligning VCCS objectives as listed in 2021 or current VCCS plan with TCC goals.
      - Incorporating measurable objectives, etc.
      - Incorporating Student Progression Markers into the strategic plan.
- Instructional Resources:
  - Faculty input was sought regarding the provision of the library instruction for SDV 100 classes. The online format will enable the libraries, given current staffing levels, to provide quality library and information literacy instruction for research-based courses, improve support for online courses, and increase librarian availability for reference service.
  - IC recommends transitioning the library support for SDV to an online format in Canvas to maximize access for students.
  - IC attended presentation on VIVA Open and Affordable Course Content Grant Program. VIVA, the academic library consortium of Virginia, has an Open and Affordable Course Content Committee that is offering a new Course Redesign Grant Program, as well as an ongoing opportunity for faculty to earn a stipend for reviewing Open Educational Resources (OER) content for the Open Textbook Network (OTN). IC forwarded information to faculty to support instructional efforts.