

INSTRUCTION COMMITTEE

Meeting Minutes

October 1, 2021

10:10 a.m. via Zoom

Chairs: Michael Blankenship (C), Debra Dart (B)

Recorder: Sydney Gordon (B)

In Attendance: Michael Blankenship (English-C), Debra Dart (Information Systems-B), Sydney Gordon (Libraries-B), Thomas Slopnick (History-B), Steve Litherland (District), Evgenia Harrison (Mathematics-C), Steve DeLong (Mathematics-B), Angela Slaughter (Business Management-B-appointed by PAPC), Dr. Peter Agbakpe-(Transfer Dean of Engineering, Science, & Mathematics- C)

Absent: Lisa Carter (Business Management-B- appointed by PAPC), Jennifer Ferguson (CTE Dean-Health Professions-limited role),

****Jim Roberts(Business Management-B)**- waiting on confirmation**

I. Roll call/ Introductions

The meeting was called to order at 10:10 a.m. Quorum was established at 10:55 a.m.

II. Approval of Minutes from September 2021 Meeting

September 2021 minutes were approved unanimously without changes. IC waiting on May 2021 minutes. Jessica Morales is contact with Debra Dart and will send out the notes in order to put together the IC May 2021 minutes in order to be reviewed.

III. Chair Updates

PAPC business

- Educate the college on shared governance structure
- Difference between a governance committee and a constituency group
- Review the governance committee minutes and charges on IC website and other governance committees and constituency.

IV. Open Business

Go through the rubric to through the civil engagement and professional development in the GEARS assessment to include D, E, & I by inviting Brittany Horn to the next meeting to tackle.

Membership: We actually have the Science & Math Pathway and Engineering, Maritime & Skilled Trades Pathways represented by faculty (Evgenia and Steve DeLong, respectively). We do not have faculty representation for the Manufacturing & Transportation Pathway nor the Public & Professional Services Pathway. Currently, we do have 2 deans (Jennifer Ferguson-CTE dean and Peter Agbakpe – transfer dean). We did recruit faculty for the QL rubric.

Discussion: Facilitating program outcome revisions: provide examples of how to evaluate program outcomes. **(Table)** – every department has a program outcome (assessment). Recommend ways to improve relationship between program (discipline) deans and pathways dean. Create a tool to how to evaluate their program. Data needs to be provided to the committee before improvements can be made. We need the data to evaluate program outcomes in order to get more clarification on how to proceed with the assessing the full program outcome and need to get more clarification. Confusions of the outcomes itself – develop how to evaluate the program outcomes.

IC Proposed Charges 21-22

1. Facilitate review of the Quantitative Literacy rubric and make revisions that align with the college's new General Education Assessment Plan and associated learning outcomes
 1. Begin review in the November meeting, – rubric put out to faculty by April 2022 meeting (finalize it in the April meeting)
2. Develop and maintain content pertaining to instructional effectiveness for inclusion in the Instructional Resource Repository (**ongoing**).
3. **Library Charge** – the committee suggested creating library resources (navigating Canvas) and placing somewhere on the modules and/or syllabus to help improve information literacy.
 1. (New) – (Video referencing resources for faculty is being created and currently being reviewed by IC committee) – meeting with John Morea on determining where to place it in Canvas with the syllabi builder. Promote the library support. (December meeting) – meet outside with John and bring it back to a committee
4. Work with Curriculum Committee to determine ways to infuse D, E, & I into our curricula and courses in accordance with One Virginia Plan- (state law). (new)
 1. Address in November to December meeting – Brittany Horn share in November at the beginning of the meeting. Circle back in December for D, E & I
 2. Put in the syllabus – how to infuse, D, E & I with civil engagement and professional development in the GEAS assessment. Inclusive behavior in the classroom, touching on it with the syllabus. (Thomas Slopnick) Social Science (Andrea Palmisano) faculty members are working on the language of the syllabus. Look at PACE when looking for ways to infuse to D, E, & I (Angela Slaughter). Mike suggested tweaking the rubric to include D, E, & I for instruction.
 3. Title IX
 4. Accessibility

V. New Business

November facilitate the review of the quantitative review and have Brittany Horn come to the beginning of the meeting.

VI. Next Meetings

2021-2022 Academic Meeting Dates. Location: Zoom for Fall semester (Face-to-face TBD for Spring 2022)

November 5 (Zoom), December 3(Zoom), January 7 (TBD), February 4 (TBD), March 4 (TBD), April 1 (TBD), May 6(TBD). Determined for right now for flexibility and safety, Zoom is the best option for meetings for the Fall 2021 semester. Spring 2021 (face-to-face) TBD at a later date.

VII. Adjournment

The meeting adjourned at 12:07 p.m.