

INSTRUCTION COMMITTEE

Meeting Minutes

September 3, 2021

10:13 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), Lisa Carter (Business Management-B), Angela Slaughter (Business Management-B), Jennifer Ferguson (CTE Dean-Health Professions-limited role), Steve Litherland (District)

I. Roll call/ Introductions

The meeting was called to order at 10:13 a.m. Quorum was established at 10:13 a.m.

II. Approval of Minutes from May Meeting

Waiting to approve May 2021 minutes (table for next meeting).

III. Chair Updates

a. 2021-2022 Charges due 15 Oct.

a. Instructional Committee Charges

1. Facilitating Program outcome revisions: Provide examples of how to evaluate program outcomes.

2. 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.

3. Develop and maintain content pertaining to instructional effectiveness for inclusion in the Instructional Resource Repository (this is ongoing)

4. Create library resources (navigating Canvas) and placing somewhere on the modules and/or syllabus to help improve information literacy. **New charge**

b. Committee membership – need membership from Mathematics, Science, and Engineering Pathways and Maritime Trades

a. PAPC Chair recommendation to avoid more than 2 for Business & Computer/IT Pathway

b. Jim Roberts showed interest in the IC, but will check to see if still interested

c. 2 dean positions

i. Jennifer Ferguson – CT (limited role)

IV. Open Business –

a. **GEA Plan and Report**

Steve Litherland GEA Plan update the Quantitative Literacy needs to be completed by the end of the Academic year – March include faculty, April complete revisions, and May complete to post for the next academic year. Recruit faculty that can be involved with this literacy and need to recruit someone from Math and a non-math, but still have a quantitative literacy background.

Review Quantitative Literary rubric that align with colleges GEA assessment - 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 2015 Academic Standards.

V. New Business

A. Meeting Times for the 2021-2022

October meeting have an action plan for the committee.

The committee made the recommendation for the Canvas Module that we move the link up in the syllabus builder under resources in order for faculty and students to use the library to improve Information Literacy on GEAS Assessment – **agenda for October meeting.**

IC discussed meeting times and decided to examine times as the semester goes along due to potential conflicts with other governance committees.

B. Quantitative Literacy Rubric Review

VI. Next Meetings

2021-2022 Academic Meeting Dates. Location: Zoom for Fall semester (Face-to-face TBD for Spring 2022) October 1 (Zoom), November 5 (Zoom), December 3 (Zoom), January 7 (TBD), February 4 (TBD), March 4 (TBD), April 1 (TBD), May 6 (TBD).

VII. Adjournment

The meeting adjourned at 11:16 a.m.