

MEMORANDUM: Annual Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs & CAO
From: Amanda Leo, Instruction Committee Chair
Date: February 8, 2016
Subject: **Governance Committee Annual Report**
Select Report: Annual End of Year Report
Academic Year: 2015- 2016

Charges:

- 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 outline and course syllabus templates, the General Education Assessment Plan, Academic Standards.
- Establish ongoing assessment responsibilities in the Instruction Committee Bylaws.
- Recommend a reporting template and process to close the assessment loop; specifically, the use of assessment results and the subsequent impact/action.
- Recommend content for professional development modules specific to general education assessment.
- Increase awareness of General Education Assessment and plan opportunities for faculty to provide feedback.

Actions: Actions taken to address charges are summarized below.

- The IC vetted Content Disclaimer during February 9th meeting and made formal recommendation on proposal for inclusion in official course syllabus template as being required or optional.
- Committee established a proposed sequence and timeline of next cycle for core competency assessments to be identified in the GEA plan.
- John Morea, Associate Vice President, Learning Technologies, Kellie Sorey, Associate Vice President, Academics met with Instruction Committee on the integration of the Official Course Syllabus into Blackboard.

- Instruction Committee revised IC bylaws with approval from PAPC on December 11, 2015 and Committee approval with full adoption on January 12, 2016. Summary of revisions are as follows:
 - Addition of new Section: *Responsibilities* to establish documentation of ongoing responsibilities in accordance with 2015-2016 IC charges
 - Addition of diversity and inclusion statement under Membership
 - Addition of language to identify that the Academic Affairs representative is appointed by the college's chief academic officer.
 - Change in membership term of office from 2 years to 3 years
 - Change to allow Ex-Officio voting privileges in accordance with Robert's Rules of Order
 - Subsequent change in total voting members
 - Change in language to attendance requirements

- IC revised the reporting template in the most current edition of the GEA Plan online (pages 41-49), appendix I and K and an overall move around for better flow.
- Sample assignments were removed from the GEA Plan as they are now available on GEARS.

- Proposed content topics for tiered professional development modules specific to general education assessment were developed
 - Tier I: Introduction to General Education Assessment
 - History, Background, & Process of Competency Identification
 - Assessment: Process and Purpose
 - Tier II: Instructional Design and Authentic Assignments
 - Resources: Access, Content, & Utilization
 - Rubrics: Exploring the Framework
 - Authentic Assignment Tool I: Breaking Down Assignment Components
 - Tier III: Results-Driven Progress
 - Using Results as the Impetus for Change
 - Authentic Assignment Tool II: Building Assignments from the Ground UP
 - Other

- Submitted recommendation to Vice President for Academic Affairs for inclusion of an agenda item for discipline meetings: Faculty will discuss the application of specific GEA rubrics to individual disciplines and/or courses.”
- [The General Education Assessment Resource System \(GEARS\)](#) has been updated with a new fillable PDF Authentic Assignment Tool (AAT).
- This new version of the AAT was distributed to faculty participants for use in the General Education Assessment cycle in spring 2016 semester (Personal Development) and will be distributed with all future assessment cycles.
- A direct link to GEARS has been added to the “[Resources for Faculty and Staff](#)” page under “Instructional Resources”
- A direct link to i-INCURR has been added under “Resources” on the IC homepage
- The Committee agreed upon a plan to send out monthly emails to all TCC Faculty from February through May 2016. Four main content topics were identified:
 - What is GEARS? – Introduction to website with direct link, logo, and main bullet points on what is available. Email sent to TCC ALL FT Faculty, TCC ALL Adjunct Faculty and TCC ALL Librarians 2/29/16.
 - How Does GEARS Apply to YOU? – Resources available on the site, Rubrics, AAT, sample authentic assignments under competencies, FAQ’s on GEA process, etc. Email sent to TCC ALL FT Faculty, TCC ALL Adjunct Faculty and TCC ALL Librarians 3/21/16.
 - Why Should YOU Contribute to GEARS? Submission of sample assignments, participation in IC via open positions, support Annual Performance and Professional Development Plan (APPDP), other. Email sent to TCC ALL FT Faculty, TCC ALL Adjunct Faculty and TCC ALL Librarians 4/8/16.
 - G.E.A.R.S Shift Your Approach: Encourage faculty participation in May Learning Institute to learn about GEARS, attend GEA related sessions, etc. Email to be sent to TCC ALL FT Faculty, TCC ALL Adjunct Faculty and TCC ALL Librarians 5/2/16.
- A faculty questionnaire was created and distributed to all faculty member participants (66) from the fall 2015 General Education Assessment cycle (Oral Communication/ Cultural & Social Understanding) on 3/4/16. Twenty-two (22) faculty responses were received as of 4/4/16. Information gathered from the questionnaire was then used to guide faculty focus group meetings.

- Faculty focus group held on 4/1/16 in evening on VB campus with 1 faculty participant.
- Faculty focus group held on 4/5/16 in the evening on Norfolk campus with 3 faculty participants.
- Information cumulatively gathered from the survey responses and focus group participants was embedded within the tiered professional development modules proposed by IC
- IC has recommended that the faculty questionnaire and faculty focus group become an ongoing part of the general education assessment process
- A meeting with visual communications has resulted in the following:
 - Creation of a unit logo for Instruction Committee
 - A motion graphic for the GEARS web page
 - Email Template for IC communications
 - GEARS Bookmark for distribution at May Learning Institute
 - Establishment of TCC.edu/gears URL redirect to GEARS webpage

Additional actions taken by the IC this academic year are summarized below:

- Submitted recommendations to Vice President for Academic Affairs on a) the creation of a standalone General Education Committee, as well as b) the inclusion of one IC representative and one Curriculum Committee representative in the proposed GE Committee membership.
- Amanda Leo is participating on the General Education Committee Task Force as the IC representative
- [Instruction Committee Webpage](#): Updates regarding membership, minutes, and bylaws have been made and are current as of 5/11/16. Resource links to GEARS, i-INCURR, GEA Plan, Policy 2105 and Faculty Professional Development page have been added.

Planned Actions/Goals:

- 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 2015 Academic Standards
- Establish proposed definitions for methods of assessment to be included on TCC Official Course Outline

- Establish proposed glossary of terms for the quantitative reasoning general education competency rubric; (Note: Additional glossaries to be addressed in sequential order during academic year prior to subsequent assessment rotation as laid out in GEA plan.)
- Plan opportunities to increase adjunct faculty awareness of General Education Assessment through communication and dissemination of information
- Collaborate with Faculty Professional Development Committee to provide professional development content specific to general education assessment.