

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 Mid 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 is scheduled to vet Content Disclaimer during February 9th meeting and make formal recommendation on proposal for inclusion in official course syllabus template as being required or optional.
- Committee is establishing 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
- 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 in the proposed GE Committee membership.
- Amanda Leo is participating on the General Education Committee Task Force as the IC representative
- 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 has been distributed to faculty participants for use in the General Education Assessment cycle in spring 2016 semester (Personal Development).
- A direct link to GEARS has been added to the “[Resources for Faculty and Staff](#)” page under “Instructional Resources”
- The Committee has 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.
 - [How Does GEARS Apply to Me?](#) – Resources available on the site, Rubrics, AAT, sample authentic assignments under competencies, FAQ's on GEA process, etc.

- [Why Should I Contribute to GEARS?](#) Submission of sample assignments, participation in IC via open positions, support Annual Performance and Professional Development Plan (APPDP), other.
 - [G.E.A.R.S Shift Your Approach](#): Encourage faculty participation in May Learning Institute to learn about GEARS, attend GEA related sessions, etc.
- A faculty questionnaire has been drafted and will ultimately be distributed to all faculty member participants from the fall 2015 General Education Assessment cycle (Oral Communication/ Cultural & Social Understanding).
- Information gathered from the questionnaire will then be used to guide faculty focus group meetings that will be held during the remainder of the spring 2016 semester.
- Instruction Committee membership has been working in smaller subcommittees to establish recommendations for a reporting template and process to close the assessment loop, and to recommend content for professional development modules specific to general education assessment.
- [Instruction Committee Webpage](#): Updates regarding membership, minutes, and bylaws have been made and are current as of 1/13/16. Resource links to GEARS, i-INCURR, GEA Plan and Faculty Professional Development page have been added. Additional updates and a direct resource link to Policy 2105 will be made immediately following the scheduled February meeting.