

INSTRUCTION COMMITTEE

Meeting Minutes

December 8, 2015

2:00 pm in Chesapeake, New Academic Bldg., Room 4101

In Attendance: Michael Blankenship (ENG-C), Jennifer Ferguson (District), Heather Fitzgerald (LIB-B), Mark Frederick (CST-N), Lydia Leporte (BUS-B), Steve Litherland (District), Don Mendonsa (IS-C), Kerry Ragno (Dean-N), Don Remy (IT-C), Lara Tedrow (SS-N), Amanda Leo (HP-B)

Absent: David Brandt (MTH-C), Mark Greer (NS-B), Christine Damrose-Mahlmann (PAPC)

I. Roll Call

- The meeting was called to order at 2:08pm. Quorum was established.

II. Approval of minutes from last meeting

- The November minutes were approved with an amendment to correct a grammatical error.
- Update on the IC Website:
 - As of December 18th (when these minutes were composed), “Minutes” are updated through November 2015, under “Members” representation chart is correct, under “Reports” all linked reports are correct.
 - We have noted that the “Resources” links need attention, in particular, links need to be added to i-INCURR and the General Education Plan and a typo corrected from “Faculty Development Assessment” to “Faculty Professional Development”.

III. Open issues

A. Committee Membership

- Calvin Scheidt has resigned his position of Career and Technical Dean
- Amanda Leo provided an update on open positions.
- Kerry Ragno will talk to the Deans about names to fill open positions
- Open positions on the Instruction Committee:
 - Humanities/Fine Arts/Arts and Design
 - Public Services
 - Career and Technical Dean

B. PAPC updates

- Don Mendonsa provided report from the November 20th PAPC meeting
- The PAPC recommended several changes to the IC’s bylaws including:
 - Section IV, A- language needs to be clearer to say “we will be inclusive”
 - Section IV, B- How will membership overlap be addressed as membership terms have changed from 2 to 3 years? A question was posed by the PAPC as to how membership turnover will be addressed.
 - Section IV, B- Add verbiage to denote how Academic Affairs representative is elected
 - Recommended verbiage from Committee: “The Academic Affairs representative is appointed by the Chief Academic Officer.”
 - Section IV, Faculty Representatives Chart- Under Disciplines, leave verbiage of ENG/Developmental and MTH/Developmental
 - Section IV, Faculty Representatives Chart- Under Disciplines, move ECO from Social Sciences to Business Management

- All Committee minutes/web updates are to be sent to PAPC Chair, Christine Damrose-Mahlmann and Terrence Johnson will make the updates
- The PAPC is encouraging Committees to update the governance websites to include historical membership, meeting minutes, and mid-year/annual reports

C. May Learning Institute planning

- Lara Tedrow provided a report from the Learning Institute planning meeting held on December 1st.
- *Assessment* will be the theme
- Faculty want to walk away with something tangible that they can put into application
- The idea of a Panel discussion was suggested
- The Technology Showcase needs to be highlighted

D. Virginia Assessment Group Conference

- Amanda Leo and Jennifer Ferguson provided a report from the Virginia Assessment Group conference that took place in Richmond from November 18th-20th.
- Representatives attended from various Virginia Community Colleges and Universities
- Jennifer was elected as the Community College Representative to the Assessment Group Community College board
- Jennifer gathered some ideas for speakers for the Learning Institute
- A main question posed at the conference concerned sharing of information. Jennifer spoke to many people about GEARS and how the College communicates with faculty about assessment
- Jennifer reported that the AAC&U are having an assessment conference in February

E. General Education Committee

- Jennifer Ferguson, Amanda Leo, Forrest Crock, Fred Stemple, and David Wright met to discuss the creation of a task force to establish this formal committee proposal.
- Invitations to join the task force have been sent out.
- The task force will be charged with establishing bylaws and putting together the proposal for the creation of a General Education Committee. It is hoped that the bylaws will be completed by the end of this Academic Year.
- Membership of the Committee will be established upon representation of each of the General Education Competencies

F. Annual Charges – update on midyear progress

- Amanda provided an update on the 2015-2016 Committees charges.
 - a. 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.
 - IC Subcommittee work in the New Year will include the identification of methods for faculty to provide feedback on the GEA Competency rubrics, identification and recommendation of new GEA Competency cycle
 - b. Establish ongoing assessment responsibilities in the Instruction Committee Bylaws.
 - A subcommittee consisting of IC members Mike Blankenship and Lara Tedrow was formed to update IC bylaws. Revisions have been made to the IC bylaws via guidance of the PAPC and will be presented to PAPC for review and approval on December 11, 2015.
 - c. Recommend a reporting template and process to close the assessment loop; specifically, the use of assessment results and the subsequent impact/action.
 - A subcommittee was formed consisting of IC members Steve Litherland, Jennifer Ferguson, Kerry Ragno, and Don Mendonsa to address reporting of General Education assessment data.
 - d. Recommend content for professional development modules specific to general education assessment.

- o A subcommittee was formed consisting of IC members Heather Fitzgerald, Mark Frederick, and Lydia Leporte to discuss content for PD modules.
- e. Increase awareness of General Education Assessment and plan opportunities for faculty to provide feedback.
 - o A subcommittee was formed consisting of IC members Heather Fitzgerald, Mark Frederick, and Lydia Leporte.
 - o Proposed strategies to date include:
 - monthly IC emails
 - creation of a promotional handout for May Learning Institute
 - creation of an *Introduction to GEARS* PD module \
 - Addition of a direct GEARS link on the Resources for Faculty and Staff page under Instructional Resources

IV. New business

A. Subcommittee Break Out sessions

- a. GEA PD Modules / GEARS Awareness
- b. GEA Reporting
- c. Bylaws Revisions

Report Back from Subcommittees -Due to time constraints, the subcommittees did not report back, but will next month.

B. IC Bylaws

- Proposed PAPC modifications were made to the IC Bylaws in subcommittee break out session and will be presented for review at the December PAPC meeting

V. Next meetings: 2015 – 2016 Academic Meeting Dates & Campus Locations

- A. Spring 2016: Jan. 12 (B), Feb. 9 (N), Mar. 1 (C) (due to spring break schedule), Mar. 25 (B)(Friday Retreat), Apr. 12 (N), May 10 (C)
- B. May Learning Institute: May 11-12, Chesapeake

VI. Adjournment

- The meeting adjourned at 4:35pm.