

## ***INSTRUCTION COMMITTEE***

### ***Meeting Minutes***

February 3, 2017

9:00 am in Norfolk, District Green Bldg., Room 602

**Meeting Facilitator:** Amanda Leo, Chair

**Recorder:** Heather Fitzgerald

**In attendance:** David Brandt (MTH-C), Monica McFerrin (PAPC) Jennifer Ferguson (District), Heather Fitzgerald (LIB-B), Mark Frederick (CST-N), Amanda Leo (HP-B), Steve Litherland (District), Don Mendonsa (IS-C), Kerry Ragno (Dean-N), Beno Rubin (Dean-C), Lara Tedrow (SS-N), Ivory Warren (PS-N)

**Absent:** Michael Blankenship (ENG-C), Harlan Krepcik (IT-P), Megan Taliaferro (NS-B)

#### **I. Roll call/ Introductions**

- The meeting was called to order at 9:10am. Quorum was established.

#### **II. Approval of minutes from last meeting**

- The January minutes were approved pending minor edits.

#### **III. Open issues**

##### **A. Academic Affairs Update**

- Steve Litherland-no updates to report from Academic Affairs since the last IC meeting.

##### **B. General Education Assessment Update**

- Jennifer Ferguson provided an update on General Education Assessment.
- Faculty-led working session to revise the Critical Thinking rubric will take place on Friday, February 17 from 9am-12pm in the Norfolk Student Center.
- Faculty-led working sessions to revise the Scientific Reasoning rubric will take place on Friday, March 31<sup>st</sup> from 9am-12pm in the Norfolk Student Center.
- The current Information Literacy rubric addresses the new Framework for Information Literacy for Higher Education, adopted by the Association of College and Research Libraries (ACRL) in January 2016. (<http://www.ala.org/acrl/standards/ilframework>)

##### **C. PAPC Update**

- Amanda Leo shared that the IC mid-year report is complete.
- The next PAPC meeting is this afternoon.

##### **D. IC Membership – updates and openings**

- The IC has two openings:
  - (1) Humanities/Fine Arts/ Arts & Design
  - (1) Business Management
- IC is seeking an adjunct representative and another Portsmouth Campus representative.
- Amanda Leo emailed a faculty member from ENG who expressed interest in the Committee.

##### **E. Professional Development Content**

- Amanda Leo, Steve Litherland, and Jennifer Ferguson met with Fred Stemple on January 11<sup>th</sup>.

- David Brandt, Mark Frederick, and Don Mendonsa expressed interest in helping with voiceovers for video vignettes.

#### IV. New business

##### A. IC Charge Topics

- **Resource Repository**
  - Heather Fitzgerald provided a preview of what this Resource Repository could look like using LibGuides.
  - The IC asked if the Governance homepage could be redesigned to be more visually engaging, and potentially interactive, as well as incorporate an image representing the interconnectedness of Shared Governance @ TCC.
  - It was suggested that Allison Treloar be invited to the March meeting so the IC can ask questions about the IC Governance webpage and the potential for the Resource Repository to be moved over (as GEARS was) from LibGuides. Results of this discussion could influence the direction and efforts of the Resource Repository at this time.
- **Professional Development Content – Tier I**
  - Video vignettes with voiceovers were suggested for Tier I content.
  - Don Mendonsa suggested that the IC discuss integrating assessment and linking tiered professional development content to Pathways.
- **Quantitative Reasoning Glossary of Terms – motion to approve draft**
  - The IC approved the organizational edits to the Quantitative Reasoning rubric, which moved the glossary of terms to the front page, rather than on the rubric itself.
  - To make space for the glossary, complex analogies were removed from the framing language.
- **Rubric Revisions**
  - The working session dates for rubric revisions have been set for Critical Thinking and Scientific Reasoning.
    1. Faculty Invitation to Revise General Education Competency Rubric: Critical Thinking – email sent out January 26
    2. TCC FPD: GEA Rubric Revision of Critical Thinking included in TCC FPD February 2017 Newsletter
- **Adjunct Awareness**
  - The IC is still actively seeking an adjunct to join the Committee.
- **GEARS emails & website**
  - A GEARS email went out on January 20<sup>th</sup>, with information of how faculty can view curriculum mapping documents.
  - The next emails will advertise the rubric revision sessions.
- **IC Role in Guided Pathways – discussion of feedback**
  - IC members provided feedback to Amada Leo on the IC's role in Guided Pathways.
  - 4 comments were identified to be included in the IC's position paper.
    - Use data to question practice, engage faculty in collaborative inquiry, inquiry reflection, and ongoing improvement relative to instructional practices.
    - Develop and maintain principles and examples that will help instructional faculty design assessments to measure complex learning outcomes, and that will help them think through how to use the results of learning assessments to improve instruction.

- Through maintaining/updating content related to general education assessment on GEARS, the IC is providing a framework to help faculty understand how core competencies align with pathways structure. (Specifically the Curriculum mapping by course and program shows this).
- Review rubrics to ensure that General Ed Competencies are clearly defined and measurable for each of the 9 Meta-majors and their disciplines.

**V. Next meetings- 2016-2017 Academic Meeting Dates & Campus Locations:**

- Spring 2017: Mar. 3 (B), Mar. 24 (N) (Friday Retreat), Apr. 7 (C), May 5 (B)
- Other important dates:
  - General Education Assessor Training: February 10<sup>th</sup>, Green 507, 1-4pm
  - Critical Thinking Rubric Revision Working Session: February 17<sup>th</sup>, Norfolk Student Center, 9am-12pm
  - Scientific Reasoning Rubric Revision Working Session: March 31st, Norfolk Student Center, 9am-12pm

**VI. Adjournment**

- The meeting adjourned at 10:56am.