

INSTRUCTION COMMITTEE

Meeting Minutes

February 8, 2019

10:00am in Virginia Beach, L-206

Chair: Jessica Morales (C)

Recorder: Brittany Horn (VB)

In Attendance:

Michael Blankenship (English-C), Elizabeth Briggs (Communications-C), Lisa Carter (Information Systems-B), Debra Dart (Public Services – P), Jennifer Ferguson (District), Glenn “Bert” Fox (Social Sciences-C), Brittany Horn (Libraries-B), Corrine Lilyard-Mitchell (Fine Arts-P), Steve Litherland (District), Richard “Chris” McCammon (Humanities – N), Jessica Morales (Natural Sciences-C)

Absent:

Angela Bell (Health Professions-B), David “Steve” Delong (Mathematics-B), Harlan “Skip” Krepcik (Industrial Technologies-P), Victoria Proffitt (Mathematics-P), Angela Slaughter (Business Management-P)

I. Roll call

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

II. Approval of Minutes from January Meeting

A motion was made to approve the January meeting minutes as submitted. The motion was approved unanimously.

III. Civic Engagement Rubric – Review and Finalize

IC drafted the glossary of relevant terms and revised the framing language for the CE Rubric.

A motion was made to approve the updates to the VCCS definitions of Quantitative Literacy and Written Communication Rubrics as consistent with the spirit of the rubrics. The motion was approved unanimously.

IV. Rubric Availability and Faculty/Staff Awareness

Jessica will draft an email to invite Deans, Department Chairs, and Program Leads to the April meeting. IC will review the email before it is sent.

V. Strategic Plan

A. Review Chancellor Goals for VCCS

B. Review Former TCC Plan

C. Review Performance Funding Matrix

D. Establish Recommendations for How to Proceed with Strategic Plan

IC discussed the importance of transparency with opportunities for involvement for all stakeholders (including students.) Research on effective strategic planning being conducted by other committees, teams, and task forces should be shared with all groups tasked with providing input. TCC’s goals need to be aligned with the Chancellor’s goals and should be written with performance funding metrics in mind. Barriers to student accomplishment of the metrics need to be removed. Discussion included concern about the need to evaluate the execution of non-transferable credits required in transfer degree programs.

VI. Transition to Canvas

Jessica will draft an email for faculty about the timeline for the transition from Blackboard to Canvas with information about accessing online training tools and the availability of technical support from Canvas. IC will review the email before it is sent.

VII. Next Meetings

2018-2019 Academic Meeting Dates & Campus Locations:
March 1 (C) (meeting and retreat), April 5 (N), May 3 (P)

VIII. Adjournment

The meeting adjourned at 11:58am.