

INSTRUCTION COMMITTEE

Meeting Minutes

May 4, 2018

10:00 am in Norfolk, Conference Room 502 in the Green District Administration Building

Meeting Facilitator: Steve Litherland (D)

Recorder: Brittany Horn (VB)

In Attendance:

Glenn “Bert” Fox (Social Sciences – C), Mark Frederick (Communications – N), Brittany Horn (Libraries-B), Harlan “Skip” Krepcik (Industrial Technologies – P), Amanda Leo (Past Chair), Corrine Lilyard-Mitchell (Fine Arts - P), Steve Litherland (District), Richard “Chris” McCammon (Humanities - N), Jessica Morales (Natural Sciences – C), Ivory Warren (Public Services – N),

Absent:

Rita Bouchard (Health Professions – P), Lisa Carter (Information Systems – VB), David “Steve” Delong (Mathematics – VB), Jennifer Ferguson (District), Victoria Proffitt (Mathematics – P), Kerry Ragno (Dean – N), Beno Rubin (Dean – C), Angela Slaughter (Business Management – P), Megan Taliaferro (Natural Sciences – VB),

I. Roll call/ Introductions

The meeting was called to order at 10:15. Quorum was established at 10:20.

II. Appointment of Substitute Chair

A motion was made to nominate Steve Litherland to serve as facilitator for the meeting. The motion was approved unanimously.

III. Approval of Minutes from April meeting

A motion was made to approve the April meeting minutes. The motion was approved.

IV. Open Issues

A. Civic Engagement feedback

Jennifer Ferguson will send a Doodle poll to establish a group to review faculty feedback about Civic Engagement. The group will meet during the week of May 14.

B. SCHEV Day of Dialogue (June 1 at William & Mary)

The Day of Dialogue will focus on Critical Thinking, Quantitative Reasoning, and Civic Engagement assessment. Contact Jennifer for carpool options.

C. VA Engage Journal

Brittany Horn brought up the [VA Engage Journal](#) as of possible interest to faculty looking for opportunities to incorporate civic engagement in the classroom.

D. Annual Report

A motion was made to approve Steve Litherland’s annual report draft for submission to Dr. DeMarte. The motion was approved.

E. Develop proposed charges for 2018-2019

1. 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 2105 Academic Standards.

2. Develop and maintain content pertaining to instructional effectiveness for inclusion in the Instructional Resource Repository.

3. Facilitate rubric revisions as needed for general education assessment competencies based on SCHEV policy and VCCS guidelines.

4. Determine the committee's role in advancing Guided Pathways.

V. New Business

A. Election of officers for 2018-2019

Brittany Horn volunteered to serve as recorder.

The election of the Chair was tabled until the September meeting in an effort to include all new members in the vote.

VI. Next Meetings

2018-2019 Academic Meeting Dates & Campus Locations:

September 7th (P)

VII. Adjournment

The meeting adjourned at 11:05 am.