

## ***INSTRUCTION COMMITTEE***

### ***Meeting Minutes***

October 7, 2016

9:00 am in Norfolk, District Green Building, Conference Room 602

**Meeting Facilitator:** Don Mendonsa (ISC-C)

**Recorder:** Heather Fitzgerald

**In attendance:** Michael Blankenship (ENG-C), Jennifer Ferguson (District), Heather Fitzgerald (LIB-B), Mark Frederick (CST-N), Harlan Krepcik (IT-P), Steve Litherland (District), Don Mendonsa (IS-C), Megan Taliaferro (NS-B), Lara Tedrow (SS-N)

**Absent:** David Brandt (MTH-C), Monica McFerrin (PAPC), Amanda Leo (HP-B), Kerry Ragno (Dean-N), Beno Rubin (Dean-C), Ivory Warren (PS-N)

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

- The meeting was called to order at 9:08am. Quorum was established.
- Committee members introduced themselves and welcomed new members Megan Taliaferro (NS-B) and Harlan “Skip” Krepcik (IT-P).

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

- The September minutes were approved.

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

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

- Steve Litherland provided copies of *Redesigning America’s Community Colleges: A Clearer Path to Student Success* to IC Members.
- The Committee was tasked with reading the first two chapters and preparing for a discussion at the next meeting.
- Information will be distributed soon to faculty regarding scheduling for efficiency and introduction of a pilot for program and discipline leads.
  - The IC agreed that this pilot program could align with our charge for determining our role in advancing Guided Pathways.

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

- Current vacancies are as follows:
  - 1 Business Management
  - 1-2 Humanities/Fine Arts/Arts and Design

##### **C. Literary Resources – review and follow up**

- Committee members signed up to review books in support of the establishment of a faculty resource repository

#### **IV. New business**

##### **A. IC 2016-2017 Draft Charges**

- The Committee voted and unanimously approved the below charges for 2016-2017.
  - Review and recommend any revisions to policies, procedures, plans, or other relevant document that are germane to the purpose of the Instruction Committee; assist in drafting new policy and procedures, if needed.

- Establish proposed glossary of terms for general education competency rubrics as needed (oral communication, cultural and social understanding, information literacy, personal development, quantitative reasoning).
- Recommend content for online professional development modules specific to general education assessment.
- Increase adjunct faculty awareness of General Education Assessment through communication and dissemination of information.
- Determine the committee's role in advancing Guided Pathways.
- Establish a repository of resources for faculty to support instructional effectiveness.

#### **B. Virginia Assessment Group Conference 2016**

- Amanda Leo and Jennifer Ferguson are presenting about the Authentic Assignment Tool and GEARS at the Virginia Assessment Group's annual conference in Richmond on November 16-18.
- Heather Fitzgerald is attending the conference as well.

#### **C. Subcommittee Groups**

- The Committee discussed ideas for subcommittee work based on the groups below, but ultimately decided that the work may be better accomplished addressing tasks as a whole group, then deciding which tasks needed more attention as several proposed subgroups are interdependent.
- The Committee identified existing content that may be used to address charges and subcommittee tasks.
- Below is a list of ideas based on subcommittee topic:
  - Resource Repository –This group could address the task of adding literary resources to the IC website. This group could determine the scope and purpose of resources on the IC website, which may include suggestions on how the information in a certain book could be applied to TCC courses.
  - Professional Development Content –This group could organize existing content and group it into the appropriate tier.
  - Adjunct Awareness –This group could identify strategies for providing information about General Education Assessment to adjuncts. It was proposed that this subgroup could communicate with New Faculty Academy for Adjuncts, the Online Learning Dean and Online Learning Committee.
  - GEARS Emails –This group could pair well with Adjunct Awareness. The IC drafted an email that could be used to encourage faculty to locate the GEA Schedule in advance and find out if their student(s) may be assessed in Spring 2017.

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

- The next meeting will be on Friday, November 4<sup>th</sup> at the Regional Automotive Center from 9-11:30am.

#### **A. Other Meeting Dates/Locations for 2016-2107**

- Fall 2016: Dec. 2 (B)
- Spring 2017: Jan. 6 (N), Feb. 3 (C), Mar. 3 (B), Mar. 25 (N) (Friday Retreat), Apr. 7 (C), May 5 (B)

#### **VI. Adjournment**

- The meeting adjourned at 11:24am.