

TCC Instruction Committee Minutes

Date: September 9, 2014

Time: 2PM

Location: Norfolk Campus, Green Building, room 502

Guests: Jennifer Ferguson (Assessment coaches' representative), Steve Litherland (Associate Vice President for Libraries)

In Attendance: Michael Blankenship (C), Heather Fitzgerald (B), Lydia LePorte (B), Don Mendonsa (C), Don Remy (C), Cameron Russell (N)

I. Call to Order

Meeting was called to order at 2:04

II. Correction and Approval of minutes

May minutes unable to be approved due to lack of quorum

May minutes to be approved at October meeting, along with September minutes

III. Guest Speakers

Steve Litherland

1. 2014-2015 Draft of Governance Committee Expectations and Committee

IV. Report

1. Learning Institute

Cameron raised issue of validity and amount of faculty feedback from May's Learning Institute. A potential problem with survey accessibility was mentioned.

Committee decided to table the charge of reviewing feedback until we have the data and Learning Institute team meets again.

V. Open Business

1. Finalizing the General Education Assessment Plan

Plan is done and posted on i-Incurr.

2. Instruction Committee Membership

Filling membership gaps was mentioned as a priority. Suggestions were made to adjust meeting time, date, and/or location to allow for more members to attend.

Virtual meeting options such as WebEx or Blackboard Collaborate were also mentioned. Cameron to send out an email to address membership needs. It was decided that exiting members will be responsible for locating a replacement.

Issues with the inability to establish quorum were discussed.

VI. New Business

1. Charges for the new year

Charges were discussed as outlined by Dr. DeMarte, with consultation from the committees. Steve recommended that the Librarians maintain a collaborative online resource, such as a LibGuide, with content contributed by faculty. Jennifer mentioned that this online resource may encourage curriculum mapping in the future.

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2. Election of new officers

New officers nominated were Barbara Blake-Gonzales for Chair and Heather Fitzgerald for Recorder. Vote to take place when quorum established.

3. **Official Syllabus Template revision**

It was suggested to update the Instruction Committee's bylaws to include responsibility for creation of a review process to offer recommendations for the official course outline and syllabus templates. We agreed that the Instruction and Curriculum Committees should work together on course outlines and syllabi due to shared interest in content. A discussion arose questioning the distinction between the expectations of the Instruction and Curriculum Committees.

VII. Other

None

VIII. Next Meeting

October 14, Room 4101, Academic Bldg., Chesapeake Campus

IX. Adjournment

Meeting Adjourned at 3:30 pm