

# **INSTRUCTION COMMITTEE**

## **Meeting Minutes**

September 8, 2015

2:00 pm in Chesapeake, Academic Building, Room 4314

**In attendance:** Michael Blankenship (ENG-C), David Brandt (MTH-C), Jennifer Ferguson (District), Heather Fitzgerald (LIB-B), Mark Frederick (CST-N), Lydia Leporte (BUS-B), Steve Litherland (District), Don Mendonsa (IS-C), Kerry Ragno (Dean-N), Don Remy (IT-C), Lara Tedrow (SS-N), Amanda Leo (HP-B)

**Guest:** Tom Feist (District)

**Absent:** Mark Greer (NS-B), Calvin Scheidt (Dean-B), Christine Damrose-Mahlmann (PAPC)

### **I. Roll call**

Blackboard Collaborate training commenced at 2:05pm. Instruction Committee business commenced at 3:10pm.

### **II. Blackboard Collaborate Training**

Tom Feist led a training on Blackboard Collaborate for the Instruction Committee. Membership training on this tool was scheduled due to the virtual options it affords for meeting attendance, participation, and collaboration on tasks to support the achievement of Committee charges.

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

Quorum was established. The May 12th minutes were approved. The minutes will be added to the Instruction Committee website.

### **IV. Open issues**

#### **A. Website Updates**

##### **a. GEARS**

- Heather Fitzgerald presented an update on GEARS (<http://www.tcc.edu/academics/assessment/>)
- GEARS is accessible on the Assessment tab of the Academic Affairs homepage and from i-INCURR.
- Examples of authentic assignments are needed from all competencies to expand the content of the site.
- An IC subcommittee will be formed to increase awareness of GEARS and encourage faculty to contribute assignments.
- A Panopto video has been added to GEARS providing an overview of general education assessor training.

##### **b. Governance Resource Page**

- Heather Fitzgerald provided an update on the Governance Resource Page (<http://libguides.tcc.edu/governance>).
- This site is a link on the Governance Homepage (<http://www.tcc.edu/welcome/collegeadmin/gov/>)

#### **B. General Education Course Proposal Procedure**

- The Instruction Committee provided feedback to Amanda Leo by May 1<sup>st</sup> which was collated into a track changes document and submitted to Kellie Sorey. This feedback did not include an official recommendation. By majority vote, the Instruction Committee formed the following recommendations:

- Creation of a standalone General Education Committee
- General Education Committee membership to include one representative from Instruction Committee to serve as content expert for consideration of course criteria #4 and #5. This recommendation is in addition to Instruction Committee feedback provided on draft membership language in documents submitted on 5/01/15.
- Amanda Leo will coordinate with Steve Litherland to formally submit recommendations to Dr. DeMarte for review and consideration

## V. New business

### A. Instruction Committee Charges 2015-2016

- Amanda Leo presented a plan for subcommittees to be formed to enable simultaneous/ multi-track progress on IC 2015-2016 charges.
- Instruction Committee meetings will be extended 30 minutes to allow for subcommittee work.
- Four subcommittees were identified to directly correlate with targeted charges for the '15-'16 academic year
- Proposed subcommittees were:
  - GEARS Awareness (led by Heather Fitzgerald);
  - Bylaws Revision (led by Mike Blankenship);
  - General Education Assessment Reporting (led by Jennifer Ferguson); and
  - General Education Assessment Professional Development Modules (lead to be decided).
- Each Committee member will work within a subcommittee.

### B. General Education Assessment Training

- Jennifer Ferguson reported that the General Education Assessment Plan had been updated on i-INCURR to include the spring 2015 assessment results.
- A Doodle Poll will be sent out by the end of the current week for Instruction Committee members to indicate availability for assessor training on the morning of October 20<sup>th</sup>.
- Committee preference indicated the assessor training session take place on a date other than the second Tuesday of the month to allow for Committee work to be conducted during regularly scheduled meetings.

## VI. Next meetings (2015-2016 Academic Meeting Dates & Campus Locations)

**A. Fall 2015:** Oct. 13 (B), Nov. 10 (N), Dec. 8 (C)

**B. Spring 2016:** Jan. 12, Feb. 9, Mar. 1 (due to spring break schedule), Mar. 25 (Friday Retreat), Apr. 12, May 10

**C. May 11-12 2016: Learning Institute**

## VII. Adjournment

The meeting adjourned at 4:51pm.