Chair: Jessica Morales (C)
Recorder: Brittany Horn (VB)

In Attendance:
Angela Bell (Health Professions-B), Michael Blankenship (English-C), Lisa Carter (Information Systems-B), Jennifer Ferguson (District), Brittany Horn (Libraries-B), Steve Litherland (District), Richard "Chris" McCammon (Humanities-N), Jessica Morales (Natural Sciences-C),

Absent:
Elizabeth Briggs (Communications-C), Debra Dart (Information Systems-B), David "Steve" Delong (Mathematics-B), Glenn "Bert" Fox (Social Sciences-C), Harlan "Skip" Krepcik (Industrial Technologies-P), Corrine Lilyard-Mitchell (Fine Arts-P), Victoria Proffitt (Mathematics-P), Angela Slaughter (Business Management-P)

I. **Roll call/ Introductions**
The meeting was called to order and quorum was established at 10:05.

II. **Approval of Minutes from January Meeting**
Prior minutes were approved unanimously.

III. **Zoom capabilities and use for presentation of Professional Readiness (PR) rubric**
IC discussed methods for using the "breakout rooms" function in Zoom to collect faculty feedback by Pathway.

IV. **Open Business**
A. **Syllabus Builder and GEARS**
IC encourages faculty to use the Syllabus Builder to ensure necessary up-to-date information for students. IC plans to send an email to faculty in May in time for summer planning.

IC will remind faculty to use GEARS resources to support general education assessment efforts.

B. **OER Charge**
IC discussed the charge to "[r]eview TCC data and related research on the adoption of Open Educational Resources (OER). Recommend strategies for OER adoption at TCC."

A motion was made to submit the following response to this charge:
In lieu of making recommendations pertaining to Charge #2, the Instruction Committee will review recommendations made by the OER Advisory Task Force and provide feedback to Academic Affairs.

The motion was approved unanimously.

C. **DLTC Updates**

IC will review DLTC proposal for updated language for the Syllabus Builder to clarify policies and procedures for online courses.

IC will review the upcoming DLTC-produced pamphlet to provide information and support for students enrolled in online courses.

V. **College-wide meeting for PR rubric**
Faculty were invited to participate in discussions via Zoom to ask questions about and provide feedback on the Professional Readiness rubric. To ensure efficiency, faculty were separated by Pathway into breakout rooms to speak with at least one member of IC, who documented questions, concerns, and verbal approval of the draft rubric. The IC "hosts" of the breakout rooms reconvened and reported the feedback to Jennifer Ferguson.

VI. **Next Meetings**
2019-2020 Academic Meeting Dates & Campus Locations:
May (Zoom)

VII. **Adjournment**
The meeting adjourned at 12:09pm.