

## **COMMITTEE ON INSTRUCTIONAL DEVELOPMENT (INDEV) ANNUAL REPORT, 2019 – 2020**

Submitted by Karen Edwards, Chair (7/29/20)

### **Elected members (7 faculty)**

Karen Brown, Libraries (2020)

Robert “David” Dawson, Medicine (2020)

Sara Ernst, Music (2020)

Lisa Bailey, Management (2021)

Christy Friend, English (2021)

Katie Wolfe, Educational Studies-Special Education (2021 – resigned)

Sher Downing, Palmetto College (2022)

Ramy Harik, Engineering (2022)

### **Appointed members (4 faculty + 1UG/1Grad student)**

Terrence McAdoo (for Rhonda Jeffries), Instruction and Teacher Education (2020)

Karen Edwards, Chair, Department of Retailing (2020)

Sher Downing, Palmetto College (2021)

(Vacant) Faculty Member, 2022)

Cheryl Addy, ex-officio, Office of the Provost

Trena Houpp, ex-officio, Office of the Provost

Bryan Jenkins, ex-officio, University Technology Services

Aisha Haynes, ex-officio, Center for Teaching Excellence

Murray Mitchell – ex-officio, Graduate School

(Vacant), Student Member (2020)

### **Meeting Dates**

August 20, 2019

September 17, 2019

October 15, 2019

November 12, 2019

December 10, 2019

January 21, 2020

February 18, 2020

March 17, 2020 – canceled due to COVID-19

April 2020 – electronic\*

May 2020 – electronic\*

(June 2020) – electronic\*

(July 2020) – electronic\*

*\*Effective April 2020, the Committee began reviewing courses on a rolling bi-weekly basis. Due to the COVID-19 emergency, members met via electronic communications, and also completed work over the summer.*

**Membership changes.** Due to professional obligations, Katie Wolfe resigned from her role on InDev. For similar reasons, Rhonda Jeffries’s seat was filled by Terrence McAdoo. The Committee elected Ramy Harik to serve as chair for the 2020 – 2021 academic year. Incoming faculty members whose service begins August 2020 include Darin Freeburg, School of Library and Information Science (2023); Linda Hazlett, Epidemiology (2023); and John Gerdes, Integrated Information Technology (2023).

Based on the current policy language calling for seven elected faculty members and four appointed faculty members, InDev begins the academic year with two faculty vacancies.

## INDEV ACTIVITIES

During the 2019 – 2020 academic year, the Faculty Senate Committee on Instructional Development (INDEV) not only provided meaningful review of proposed online courses and feedback to faculty proponents, but also moved proactively to address the COVID-19 emergency and focused on process improvements through long-range planning. Details are as follows:

**Course reviews.** InDev has continued its proactive stance in communicating with proponents via email to help mitigate the amount of revisions through the APPS system. New courses approved by the INDEV Committee were then referred to the Curricula and Courses Committee. Existing course adding distributed learning were referred directly to Faculty Senate for approval. Anticipating a flux of courses to be taught online for fall 2020, the Committee reviewed courses throughout the summer for the first time. Over the course of the year, we reviewed 79 courses and ultimately approved 70. More specifically:

MONTH	REVIEWED	PASSED	UNIT
<b>SEPT. 2019</b>	4	2	Arts & Sciences (3) Music (1)
<b>OCT.</b>	3	3	Arts & Sciences (1) HRSM (2)
<b>NOV.</b>	8	8	Arts & Sciences (3) ASPH (1) DMSB (1) HRSM (3)
<b>DEC.</b>	5	5	Arts & Sciences (1) DMSB (1) HRSM (2) Music (1)
<b>JAN. 2020</b>	2	2	Arts & Sciences (1) DMSB (1)
<b>FEB.</b>	2	2	DMSB (1) Education (1)
<b>MAR.</b>	0	0	None – COVID-19
<b>APR.</b>	18	14 (+2 pending revisions)	Arts & Sciences (6) ASPH (1) Info. & Comm. (7) Education (1) HRSM (1) Eng. & Computing (2)
<b>MAY</b>	26	25 (+1 pending revisions)	Arts & Sciences (13 ) ASPH (1) DMSB (1) Info. & Comm. (8) Education (1) HRSM (1) Eng. & Computing (1)
<b>June</b>	7	5	Arts & Sciences ( 2 )

		(+1 pending revision)	DMSB (1) HRSM (2) Eng. & Computing (2)
<b>July</b>	4	4	Arts & Sciences ( 4)
<b>TTL</b>	<b>79</b>	<b>70</b> (+4 pending revisions)	Arts & Sciences (34 ) ASPH (3) DMSB (6) Info. & Comm. (15) Education (3) HRSM (11) Eng. & Computing (5) Music (2)

*( These numbers reflect original submissions and do not include re-evaluation after revisions)*

**Note** – Courses InDev approved over the summer that should be presented at the next Faculty Senate meeting include:

- ARTE 101
- HIST 110
- HIST 425
- HRTM 285
- PSYC 432
- SPTTE 440
- THEA 230
- WGST 432

**COVID-19 emergency.** After discussion with the Faculty Senate Chair and Steering Committee, InDev proposed a resolution to the Faculty Senate (approved in April and updated in June) to extend approval for online course delivery to any course scheduled to be offered online because of the COVID-19 emergency (summer and beyond). Specifically:

*Based on the extenuating circumstances caused by the COVID-19 pandemic, the Instructional Development (InDev) Committee, with input and concurrence from the Steering Committee of the UofSC Faculty Senate, proposes, in the event that University courses will be delivered online, to extend approval for online course delivery to all face-to-face, hybrid and blended courses scheduled. This one-time exemption from the usual online course approval process is temporary in nature. Courses slated for online delivery after the COVID-19 emergency must be approved via the normal process before the course is taught online. Those faculty teaching courses under the terms of this exceptional provision: a) must submit to their unit head the course syllabus, to be delivered to InDev via the Office of Distributed Learning (ODL) prior to the first day of scheduled classes; and b) are encouraged to work collaboratively with the Center for Teaching Excellence (CTE) and/or ODL for course development and to ensure adherence to best practices in online teaching.*

**Process improvement – Revised checklist and rolling review.**

In fall 2019, InDev began to streamline the course proposal Checklist, and after much research and discussion, came up with the current version (effective 4.1.20). In short, the Checklist was streamlined to contain more user-friendly language and examples, and perhaps most significantly, to no longer require proponents to include a tally showing the total number of “learning minutes” per course-related activity. The new Checklist, along with an FAQ page, were distributed to academic units, published on the InDev and ODL webpages, and presented by the InDev chair via a webinar hosted through CTE. Feedback on both improvements has been extremely positive. At the same time (4.1.20), InDev began

to review and approve courses submitted through APPS on a rolling basis, as needed, without the requirement of waiting to take action during regularly scheduled monthly meetings.

### **Process improvement – Curriculum approval and InDev’s future function.**

In a project sponsored by Faculty Senate Steering Committee, the InDev Chair (Edwards) was asked to co-lead with the C & C Chair (Bickle) a LEAN improvement team to study the curricula approval process and develop a set of proposed improvements. Working intently over the summer of 2020, the LEAN team, which included InDev member Lisa Bailey and several other faculty across the University, gathered information from stakeholders and ultimately identified 15 specific improvement recommendations, presenting details and a suggested timeline to administrators, unit heads, and key staff in June 2020.

One of the key LEAN recommendations involves the re-orientation of the InDev Committee. Based on the current dual-layers of course online review and approvals (InDev and C & C), with each of the two Faculty Senate sub-committees essentially operating in a silo, and online/blended courses becoming the norm, the two-tier system of review is no longer efficient, often leaving faculty proponents confused and frustrated. Thus, the Faculty Senate will consider this fall a proposal to fully empower C&C to assume approval of online course review/approval, after additional training has been given. At the same time, it will consider revising the Faculty Manual, at p. 10 to give the InDev Committee a greater role in faculty governance over curriculum and faculty training. More specifically, the proposal will empower InDev to:

- Guide the University’s direction in policies related to teaching/learning
- Serve as a catalyst for innovation and continuous improvement in student-centered instruction
- Advise relevant offices on faculty development interests and needs relating to teaching/learning/curriculum development

A recommendation will be made at the August 2020 Faculty Senate meeting, with voting and likely passage at the September or October meeting. If adopted, the new policy and process will begin in spring 2021.