

FILE  
binds

Professor Terry

BRONX COMMUNITY COLLEGE  
of the City University of New York

MINUTES OF THE COMMITTEE ON INSTRUCTION 3/22/68

Present: K. Elling, Chairman  
I. Berger, M. Chang, M. Glacy, N. Gore, A. Hirshfield,  
W. Hynes, J. Katz, A. Lessard, D. Lowenthal, D. McCulloch,  
W. Sokolsky, J. Sztacho, E. Terry, and H. Winterfeldt.

-----  
The meeting was scheduled to commence at 12:30 p.m. While Dr. Elling, the Chairman, was detained, members of the Committee occupied themselves looking over the draft of a questionnaire form designed by the Subcommittee on Questionnaires, handed out by Dr. Berger. Prof. Lessard suggested that the following question from a questionnaire form from State University at Stony Brook be added to the list of questions:

- "In a general appraisal of your teachers, how would you rate him compared to other teachers you've had in college?  
a. one of the best.  
b. a good teacher.  
c. about average.  
d. below average.  
e. one of the least effective."

Open discussion continued as Dr. Elling arrived at the meeting. Among the viewpoints mentioned were:

- (1) Use of words like "satisfactory," "worthwhile" and "excellent"
- (2) Ambiguity in responding.
- (3) Wording the questions in a positive manner to get response.
- (4) Manner of distributing the questionnaire.
- (5) Distinction between the course and the instructor.
- (6) Meaning of the code.
- (7) Need for training to analyze the answers.
- (8) What should be the maximum score?
- (9) Should all questions be rated equally?
- (10) Are instructor-related items and course-related items interchangeable?
- (11) Order of the questions.

Finally, a motion was made to vote on each question on the list without discussion, in order to save time.

The Result was as follows:

Question #	3	Passed
"	# 4	"
"	# 5	"
"	# 6	"
"	# 7	"
"	# 8	"
"	# 9	"
"	#10	"
"	#11	"
"	#12	"
"	#13	(to be replaced)
"	#14	Passed
"	#15	(words to be reversed)
"	#16	(to be dropped)
"	#17	(retained)

At 2 p.m. it was moved and seconded that the meeting be adjourned.

The next meeting will be held on April 11.

Respectfully submitted,

*Mabel L. Chang*  
Mabel L. Chang  
Secretary