

BRONX COMMUNITY COLLEGE  
of The City University of New York

MINUTES OF THE COMMITTEE ON INSTRUCTION - 12/5/68

PRESENT: W. Sokolsky, Chairman  
I. Berger, D. Ganty, M. Glacy, A. Hirschfield, W. Hynes,  
J. Katz, A. Lessard, D. Lowenthal, M. Rosenstock, J. Szbacho,  
S. Wilkofsky, H. Winterfeldt

The chairman opened the meeting at 12:30 p.m.

The minutes of 5/15/68 were approved with the correction that the name of A. Lessard should appear among those present.

The minutes of 5/22/68 were approved.

The minutes of 10/3/68 were approved, with the correction that the name of J. Katz should appear among the members of the Sub-Committee on Visual Aids, and that of A. Lessard among the members of the Sub-Committee on the Student Questionnaire.

M. Glacy requested that her name be added to the members of the Sub-Committee on Visual Aids, and her request was granted.

Dr. I. Berger, chairman of the Sub-Committee on the Student Questionnaire, presented his report, with the recommendation that the use of the questionnaire be optional, and that only the instructor being rated should see (or ignore) it. The questionnaire would be filled out by students during the last week of classes, and would then be sealed and kept in the Office of Student Personnel to be given to the instructor after his final grades have been submitted.

The discussion that followed centered on the following topics:

- (1) Should the use of the questionnaire be optional with individual instructors, or should it be mandatory throughout the college?
- (2) Should the ratings be known only to the instructor involved, or should they be made public?
- (3) If the ratings are made public, should individual instructors be listed, or only complete departments?
- (4) Should the questionnaire be used only once, or should its use be repeated semestrally? On this topic, it was suggested that because of fluctuation in programs, it might be unfair to an instructor to rate him on only one semester's courses, at least if the results are to be made public.
- (5) On the question of student anonymity of reply, it was pointed out that instructors generally recognize the handwriting of their students; this might preclude their writing comments on the course or the instructor in view of the fact that some instructors have the same students for two or more semesters.
- (6) Should a student's mid-term grade in the course appear on the questionnaire? It was pointed out by one instructor that having administered the questionnaire last spring, he had noticed a definite correlation between grade and student attitude (the higher the grade, the more favorable the rating). A problem is posed here, however. In some courses (especially the elementary foreign-language courses, where performance is cumulative), a mid-term B, for example, may easily slip to D and affect an instructor's rating adversely, in view of the fact that the questionnaire would show rating by a B student.

A motion was made, seconded, and unanimously approved that the Committee on Instruction recommend a college-wide trial of the Student Questionnaire at the end of the Fall-1968 semester by all instructors who wish to do so. The Committee should publicize the questionnaire and encourage as many instructors as possible to use it. The results would be seen and known only by the instructors involved.

It was suggested that the above motion be sent by letter to Dean Corbman, who would presumably attend to the details of implementation. It is the Committee's hope that Dean Corbman will help to expedite the presentation to Faculty Council, so that the questionnaire can be put into use this semester. Many students are anticipating the questionnaire and may be disappointed if this is not done. Suggestions about changes, additions, deletions, etc. in the questionnaire should be sent within a week of this meeting to Dr. I. Berger.

Prof. D. Canty, chairman of the Sub-Committee on Visual Aids, next presented his report. As Co-ordinator of the Office of Instructional Television, his main problem is arousing the enthusiasm of the faculty. Prof. Canty circulated a magazine, College Management (Oct., 1968), which is entirely devoted to the topic "Technology Goes to College." He is also preparing a pamphlet for distribution to the faculty, informing them of the facilities presently available at BCC in the audio and video areas. There is a TV studio at Jerome Avenue Center, states Prof. Canty, and anyone who wishes to put something on TV should inform him of that fact. Audio-tapes may also be made for students to take home. EVR (electronic video recording) has great potentiality for the future, says Prof. Canty. When it is available, the student may see and hear his instructor at home. Prof. Sokolsky stated that he would send a letter to all department chairmen asking them to appoint a visual-aids liaison person to work with Prof. Canty.

Prof. A. Hirshfield, chairman of the Sub-Committee on Pedagogic Literature, stated that he has accumulated a large variety of material, but that there is no place to put it where the faculty may have easy access to it. A two-drawer file is recommended, and Prof. Sokolsky said that he would work on this.

In the absence of Dr. Mabel Chang, ~~Chairman of the Sub-Committee on the Miscellaneous Handbook for Students~~, Prof. Sokolsky reported that her wish is to issue a semi-annual publication that would focus on one aspect of student interest. The first issue would be on job opportunities in the various fields. She would like suggestions for the title of this publication. Prof. Sokolsky said that informative letters about the publication would be distributed to the faculty.

Prof. Sokolsky spoke next about the Great Teacher Award, which would be made each year to the best of the first-year teachers. Lack of time precluded discussion of this, but Prof. Sokolsky informed the Committee that a Great-Teacher Conference would be held in Maine for ten days in August, 1969. Expenses, but no salary, would be paid for teachers on tenure who wish to attend. Prof. Sokolsky stated that work is being done on the New Faculty Orientation, and that members of the Committee should encourage students to attend meetings of the Committee on Instruction.

Meeting was adjourned at 2:00 p.m.

Respectfully submitted,  
*Anos J. Lessard*  
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Acting Secretary pro tem