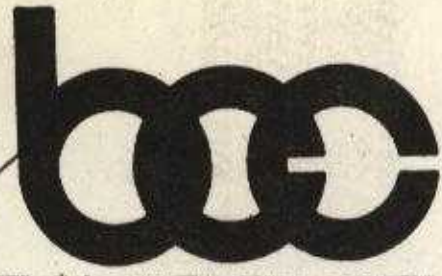


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MINUTES OF INSTRUCTION COMMITTEE MEETING, THURS. NOV. 3, 1977

Present: I. Berger, Chairman  
L. Barker, M. Chang, F. Donnangelo, S. Friedlander, H. Hermo,  
J. Magaziner, D. McCulloch, R. Miller, M. O'Riordan, E. Passer,  
M. Riley, W. Sokolsky, L. Squitieri, J. Whelan and M. Wise.

The meeting began at 12:30 p.m. The minutes of the Oct. 6 meeting (with the correction memo of Oct. 17) were approved as distributed.

Dr. Berger then briefly summarized the events of the Oct. 20 meeting and said that the minutes of that meeting will be sent out later.

Dr. Berger read a letter from Prof. J. Coppolino, dated Oct. 31, 1977, regarding the Journal of Instruction of which Prof. Coppolino was Editor during the past academic year. The Committee expressed thanks to Prof. Coppolino for his work in gathering material for the Journal etc. in spite of the fact that money was not available last year.

Another letter to the Chairman of the Instruction Committee - this one from Prof. P. Berger of the Engineering Dept., dated Oct. 26 - was communicated to the Committee. In this memo, Prof. P. Berger made the suggestion that the Questionnaire not be administered by the instructors themselves.

Discussion on this suggestion ensued. The following points were made by various members of the Committee present.

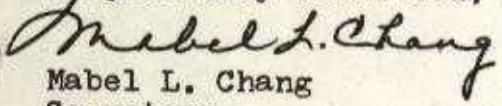
- (i) The mood of the students during the moment the Questionnaire is administered has an important effect on how the students evaluate the instructors. Sometimes, the weather affects the students' moods.
- (ii) The timing of the Questionnaire before or after a test in which the students do poorly or well has an effect on the answers.
- (iii) Instructors should be made to feel free without "a knife over their heads" in the form of a Questionnaire.
- (iv) Can two fellow instructors teaching in adjacent rooms exchange the chore of administering the Questionnaire for each other?
- (v) How about assigning the members of the Instruction Committee to administer the Questionnaire and giving them released time for doing it?
- (vi) The idea of having some one else other than the instructor himself administer the Questionnaire is not conducive to an attitude of trust and respect for the instructor. It looks like having one instructor check on another instructor.
- (vii) What about assigning the work of administering the Questionnaire to the C.E.T.A. personnel?
- (viii) The time-consuming nature of the Questionnaire means that much time is taken away from classroom teaching.
- (ix) Abolishing the Questionnaire except in cases of absolute need - such as reappointments and promotions - may be a good idea.

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- (x) The Questionnaire seems to have been often used in a negative sense.
  - (xi) The teaching faculty, collectively speaking, should be considered a body of secure people with integrity. Therefore, instructors must not agree to having another person administer the Questionnaire, it was pointed out.
  - (xii) Walking away from the classroom while the Questionnaire is being answered is sufficient to insure that the instructor is not trying to influence the students, it was suggested.
  - (xiii) If we ask someone else to administer the Questionnaire, we are placing the burden of time on someone else.
  - (xiv) Have the students answer the Questionnaire at home - to save time.
- Finally, the Committee asked the Chairman to talk with Prof. P. Berger to fathom out the reasons or motivation behind her suggestion.

At 1:25 p.m. The Chairman distributed a two-page "Summary of the Role and Contributions of Committee on Instruction at Bronx Community College" to those present, and then threw discussion open so that we may learn of our shortcomings and weaknesses. From 1:30 to 2 p.m. the problems of student cheating and grade expectations and the lack of student time input in their courses of study were discussed. Before the meeting was adjourned at 2 p.m. it was decided that the Chairman and members of our Committee try to recruit speakers for our Committee meetings so that we may learn from "the unconverted" in their presentations.

Respectfully submitted,

  
Mabel L. Chang  
Secretary