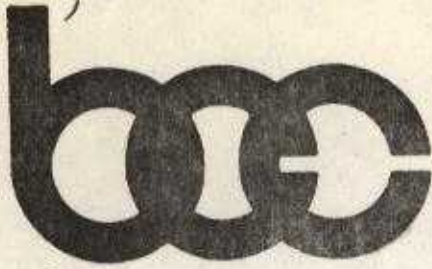


KOLLIVER, J.



MINUTES OF THE COMMITTEE ON INSTRUCTION MEETING, ^{Nov. 17,} ~~DECEMBER 1,~~ 1977

Present: I. Berger, Chairman; F. Donnangelo, D. Hadgis, D. McCulloch,
J. Magaziner, R. Miller, G. Passer, W. Sokolsky.

The meeting began at 1:10 p.m.

Professor Berger announced that Professor Anita Baskind would be present as a guest speaker at the December 1 meeting of the Committee. She will demonstrate the career orientation program given to entering freshmen, using the same audiovisual material used in the student presentation.

A letter was read from Dr. Norman Eagle to all faculty concerning the annual student questionnaire. A discussion followed on the relative merits and shortcomings of the 12th week as the period for administering the questionnaire. It was pointed out, in favor of a later date, that an instructor should have as much time as possible to "get to the point" of a course and thus (possibly) earn a more favorable evaluation. A second point was that the deadline for withdrawing from courses is Dec. 9, and thus, under the present arrangement, many students planning to drop a course because of poor grades will be evaluating the instructor. It was felt that such a situation might prejudice the student against that instructor, and that the solution would be to postpone the questionnaire until Week 13. On the other hand, there was also the consideration that weaker students should have some share in the evaluation.

The committee agreed to ask Dr. Eagle if the questionnaire period could be moved back to the thirteenth week. If it is too late to make the change this year, then it would be made next year.

The matter of security in administering the questionnaire was raised. There appear to have been a few instances of irregularities in the method of delivering sheets to the Department offices. It was felt that present safeguards are sufficient if enforced.

There was also a proposal to add to the instructions for the questionnaire- as either a requirement or a suggested option - that instructors leave the room while students are answering the questionnaire; some students, it was argued, feel embarrassed by the instructor's presence. This matter was discussed but not resolved.

The meeting was adjourned at 2 p.m.

Respectfully submitted,

Diana G. Hadgis
Diana G. Hadgis, Vice-Chairman

bronx community college of the city university of new york
university avenue and west 181 street, bronx, new york 10453 • (212) 367-7300