

MINUTES OF INSTRUCTION COMMITTEE MEETING, TUESDAY, APR. 25, 1978

Present; I. Berger, Chairman  
V. Capers, M. Chang, J. D'Andrea, F. Donnangelo, D. Frank,  
D. Hadgis, D. McCulloch, R. Miller, E. Passer, L. Pinto,  
C. Polowczyk, A. Pomerantz, I. Ronson, S. Ritterman, D. Sacher,  
W. Sokolsky, M. Steurman, S. Wilkofsky and M. Wise.

Dr. Berger wrote the following agenda on the blackboard before the meeting began at 3:30 p.m.

Agenda

1. Dean Polowczyk: self-evaluation of programs, inservice training, uniform course descriptions.
2. Prof. Wilkofsky: explaining procedures to improve retention of students.
3. Continued discussion in proposed change in grade system.
4. Class size: data from departments.
5. Remediation Report
6. (Time permitting) Entrance, aptitude and qualifying exams for in-coming students.

The Chairman also listed the following Departments as those that had returned the Survey on Class Size.

Nursing  
Biology  
Music and Art  
Modern Language  
Communications  
English  
Health  
Physics  
Student Development  
Social Sciences  
Mathematics

Dean Polowczyk called our attention to the following items of development in the College.

- (1) Staff Development - especially in those areas designated "vocational" or "career". On this subject Dean Polowczyk had been in touch with two standing committees in the College - the Curriculum Committee and the Instruction Committee - trying to present this concept to them. There were Departments with staffing problems, said Dean Polowczyk.

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university avenue and west 181 street, bronx, new york 10453 • (212) 367-7300

Members of the SUNY-Albany group will be willing to help us construct workshops in career areas. Hopefully, we can have a fundable project that will justify a grant. On a Friday two or three weeks from the present time the SUNY-Albany group will come to our College to interview our faculty members who are members of a subcommittee for this purpose. Departments involved would probably be the following, said Dean Polowczyk, since these Departments had career programs; Nursing, Biology, Music and Art, Physics, Secetarial Studies and Chemistry.

Dean Polowczyk had asked Dr. N. Eagle to be the Dean's representative to the Instruction Committee to try to justify some grants.

(ii) A second area Dean Polowczyk pointed out to the Committee was the question of placement for Freshmen and entrance exams for our graduates to enter senior colleges. CUNY demands a 12.6 yrs. level of proficiency. Should a reading requirement be imposed with a degree? At what level (20 or 40 credits etc.) should the student be tested on his reading proficiency?

(iii) A third area of interest to Dean Polowczyk dealt with syllabi, final exams and information on how courses were cancelled. There was great variation from Department to Department on these matters. Multiple-choice questions typed on separate lines were better for the students than the format of typing all the choices on continuous lines, said the Dean.

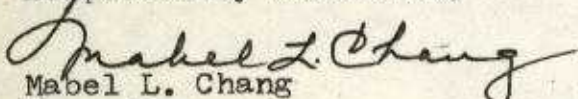
Next, Prof. Pinto was congratulated on his well-deserved award as a National Endowment Scholar.

At 4:30 p.m. Prof. Wilkofsky talked on Student Retention. He began by playing some music and then explained his "A.I.M.S." "A" stood for "Attitude" and Ability." "I" was for "Innovation." "M" meant "Meaningful" or "Mental." "S" was for "Surprise" and "Systematic."

A question and answer period followed until 5:20 p.m. when the meeting was adjourned.

Lastly, Dr. Berger announced that the next Committee meeting will be on May 9.

Respectfully submitted,

  
Mabel L. Chang  
Secretary