

Kollmer, J.



MINUTES OF INSTRUCTION COMMITTEE MEETING, TUES. OCT. 17, 1978

Present: I. Berger, Chairman
V. Capers, M. Chang, F. Donnangelo, D. Frank, D. Hadgis,
J. Jupp, D. McCulloch, M. O'Riordan, C. Polowczyk, A. Pomerantz,
D. Sacher, A. Simon, W. Sokolsky and M. Wise.

Dr. Berger wrote the following agenda on the blackboard at 3:15 p.m.

Agenda

1. Distribution of Annual Report
2. Decision on Election of Officers
3. Decision on this Term's Administration of the Student Questionnaire
4. Discussion of Reports in the Annual Report:
 - (a) Dr. Eagle's Summary of Class Size Survey
 - (b) Dr. Gilroy's Critique of the Student Questionnaire
 - (c) Acceptance of Prof. Hadgis' Library Report

Dr. Berger distributed copies of the "Annual Report on the Committee on Instruction" to members present.

Dean Polowczyk distributed a list of 1977-78 Allocation and Proposed 1978-79 Allocation figures for College Assistant Tutors for the members of the Instruction Committee to consider. He also spoke briefly on the Committee's role for Staff Development. One of the functions of the Instruction Committee was to make suggestions, he continued. The next Staff Development Workshop will be on Oct. 31, Dean Polowczyk reminded the Committee. The topic will be on "The Re-entry Students." A guest from Albany will talk about what was being done in N.Y.C. Community College. The suggested topic for the November Workshop will be "Academic Advisement," the Dean concluded.

Open discussion began at 4:05 p.m. on various topics. A suggestion was made that the Instruction Committee meetings begin at 3 p.m. sharp. Dr. Berger, the Chairman, promised that this will be done, even if he had to delegate an officer to chair the meeting during part of the period.

As the Oct. 31 meeting date coincides with the Dean's Workshop, it was decided that on that day members of the Instruction Committee will shift their attendance over to the 12 noon to 2 p.m. period in the Gould Student Center, Room 207 instead.

At 4:15 p.m. it was moved and seconded that the previous four sets of minutes be approved as distributed. They were the minutes of the following dates.

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Minutes of May 9, 1978 meeting
Minutes of May 16, 1978 meeting
Minutes of May 23, 1978 meeting
Minutes of Sept. 19, 1978 meeting

At 4:20 p.m. Dr. Chang had to leave the room and Prof. D. Frank who sat next to her took notes of the rest of the meeting for her.

The next topic of discussion was the time of administration of the Questionnaire. After some discussion it was unanimously agreed that the Questionnaire should be administered "in a flexible fashion" between the 12th and 14th week of the semester.

On the item of the Election of Officers for the Instruction Committee, it was moved and seconded that: (a) the officers shall consist of a Chairperson, a Vice Chairperson and a Secretary. The election shall be by secret ballot. As to whether we want an election at this time or not, the following results were found after secret balloting.

In favor of Election now -----5

In favor of No Election now -----6

Therefore, there will be no election at this time.

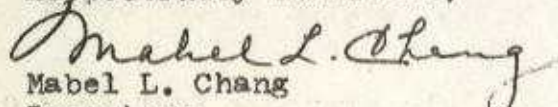
(b) As a separate issue, the question of tenure and time of office was discussed. A motion was made and seconded that "the officers be elected during the next to the last meeting in the Spring semester, to take effect at the Fall semester following for a period of two years. This motion was unanimously passed."

Lastly, discussion took place on the "List of Allocation for College Assistant Tutors" distributed by Dean Polowczyk during the early part of the meeting.

The discussion centered on the amounts of money and the formula used. The need for tutoring in specific departments and the need by students for tutoring were discussed. It was felt that this formula can not be accepted per se but that the Committee may seek other formulae for this purpose. The Chairpersons from the various Departments should be asked for details on tutoring and on whether they rate this allocation as adequate.

The meeting adjourned at 5 p.m.

Respectfully submitted,


Mabel L. Chang
Secretary