



MINUTES OF INSTRUCTION COMMITTEE MEETING, WED. MAR. 27, 1979

Present: I. Berger, Chairman
M. Chang, F. Donnangelo, M. Glass, D. Hadgis, D. McCulloch, E. Passer,
M. Pollack, S. Ritterman, I. Ronson, P. Schira, L. Squitieri and
M. Wise.

At 3:15 p.m. Dr. Berger gave copies of the Newsweek Magazine to members present. This was the last time he had copies to distribute, said Dr. Berger, because the English Department will not have any spare copies in the future.

The next date for the Committee's meeting - April 11 - seemed very "impractical" because the college facilities will be closed at 4 p.m. on that day. It was then moved and seconded that we will skip April 11 and meet on Wednesday, April 25 as scheduled.

Next, Dr. Berger announced that between 30 and 40 instructors had chosen to administer the Student Questionnaire this semester, although this was entirely voluntary for the Spring semester. As before, the time of administering the Questionnaire may be either the 12th, 13th or 14th week of the semester, said the Chairman.

Several observations about the Questionnaire were brought up for discussion.

- (i) "When there is a lecture and there is also a lab for a course" it was felt that "the lecturer usually determines the lab instructor's points in the answers to the Questionnaire. When the lecture and the lab are both by the same person, the points to the answers tend to be highest."
- (ii) A re-examination of the Questionnaire was necessary because the questions and approach had become inadequate with the change in student population. It was pointed out that there was a certain group of students who marked "1" to every answer regardless of simple factual truths such as the time of arrival of the instructor to the classroom.
- (iii) Dean Polowczyk had extended a special invitation to the members of the Instruction Committee to attend the Staff Development Workshop on Friday, Mar. 30, the Chairman reminded the members present. He will invite Dr. N. Eagle to come to our Apr. 25 meeting regarding a re-examination of the Questionnaire, said Dr. Berger.
- (iv) A memo from Dean Polowczyk to all Department Heads regarding warning and advisement of students who showed difficulties by mid-term was read by Dr. Berger who had just received a copy of this memo from Dr. Gottesman.
- (v) Reasons for the students' failure were offered as follows: a) taking an excessive load to obtain BEOG; b) not doing the assigned homework; c) naivete about writing and arithmetic; d) lack of studying and e) no competence to perform at the level of the course.

At 4 p.m. Dr. Passer distributed print-outs and spoke on his Grade Evaluation Program. This computer program was good for those who had many grades to compute. Dr. Passer will accept phone calls for questions regarding his program when we have questions to ask him at a future time.

At 4:50 p.m. the meeting was adjourned.

Respectfully submitted,

Mabel L. Chang

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Secretary