

BRONX COMMUNITY COLLEGE
of The City University of New York
DEPARTMENT OF ENGLISH

Committee on Instruction and Faculty Development

Minutes of Meeting of October 23, 1986.

Present: M. Adenyanju, M. Cummins, M. Glass, D. Hadgis, W.W. Huang,
A. Pomerantz (Chairman), J. Rempson, W. Sokolsky, L. Squitieri,
M. Wise

Committee Projects

Student Evaluation of Faculty Questionnaire

Dr. Pomerantz handed out a revised form of the questionnaire for further revision by the committee before its presentation for acceptance at the Senate's next meeting. The following is the form in which the 15 questions will be presented to the Senate:

1. Prepares and organizes the instructional material
2. Appears to know the subject area
3. Helps you to understand the content of the course
4. Communicates effectively
5. Identifies what is important to learn or remember
6. Clarifies material not fully understood
7. Answers questions in a clear and helpful manner
8. Encourages students to take part in the course
9. Gets across his or her enthusiasm for the subject matter
10. Bases grades on clearly explained standards
12. Meets classes on time
13. Is available to talk with students
14. Achieves the overall goals of the course
15. My overall impression of the instructor for this course is that he or she is

The scale will be as follows:

- 0 Don't know
- 1 below average
- 2 average
- 3 good
- 4 excellent

Dr. Rempson explained that refinements in evaluation are possible. (For example, an individual or a department might be interested in comparing a given section of a course to other sections of the same course in addition to comparison to all the courses in the department.) A call to Dean Rempson would initiate such a procedure.

Annual Survey of the Faculty, No. 1: Results, Spring 1986

Dean Rempson presented a draft of the report to the Committee for perusal and revision. Dean Rempson was commended for the fine job he had done with the report.

Motion: The Committee unanimously accepted the Report, which, with suggested changes, will be distributed to the faculty and appropriate bodies of the college.

Looking over the questionnaire and results with future questionnaires in mind, the committee suggested: space should be left for comments; a separate questionnaire could be sent out devoted exclusively to recognition for individual faculty accomplishments; possible redundancies, e.g., "Quality of campus life," must be studied.

The Minutes of 10/9/86 were accepted.

Announcements

Dr. Pomerantz contacted Professors Honda, Schwartz, Skinner and Steurman who ran the first stress reduction workshop to have a follow up.

Dr. Cummins submitted the appended list of corrections symbols for the committee's approval prior to their distribution throughout the college so that all departments could utilize uniform symbols on student papers. The list, approved by the English Department, would be distributed under the auspices of the Committee on Instruction.

Dr. Pomerantz said that he is contacting the Committee on Governance to pursue the possibility of changing the rules of membership determination on this committee so that one department, one vote becomes the policy.

Dr. Pomerantz circulated a bulletin from ACE Fellow Program Center for Leadership Development to see if we were interested in nominating a candidate.

Dr. Pomerantz passed around a faculty office hour chart that Professor Tyson had distributed to all students in courses in his department.

The next two meetings will take place on November 6 and November 20 at 3:00 p.m.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Marsha Z. Cummins

Dr. Marsha Z. Cummins
Secretary Pro-Tem