

COMMITTEE ON INSTRUCTION AND PROFESSIONAL DEVELOPMENT

Minutes - October 22, 1987

Present: A. Pomerantz (Chair), M. Tummins, M. Hynes, I. Kish,  
A. Peretz, J. Rempson, A. Smith, W. Sokolsky,  
L. Squitieri, (M. Wise present but not signed in -  
added by M. Hynes 10/23/87)

I. Announcements

- A. Professors A. Peretz and M. Hynes will act as interim appointments to the committee for Fall 87 term according to a memo received from Dr. Prince.
- B. Prof. M. Glass cannot attend meetings; therefore another member is needed from Math/Sciences.
- C. Prof. L. Squitieri was thanked for the article she distributed from the Education section of Time Magazine (8/31/87) "The New Whiz Kids".
- D. Prof. W. Sokolsky suggested that a subscription to the monthly journal Teaching Professor, be purchased by the committee. A. Pomerantz will review a sample copy for consideration.
- E. Dean Kor was consulted regarding a room/lounge for faculty to meet, interact and share staff development materials. Negotiations are still underway, as Dean Kor expressed reservations because of space limitations and other technicalities.
- F. It was determined that M. Hynes would act as secretary and take the minutes but that the typing and distribution would be shared by all departments present at the meeting, until further notice.
- G. New form for student evaluation of faculty was distributed for members' comments.
- H. Subcommittee was formed to investigate the administration of the student evaluation forms - members: Professors Rempson, Sokolsky and Smith; Ms. Nancy Ritzie of Institutional Research will work with this subcommittee.

II. The minutes of October 8, 1987 were corrected:

Prof. W. Sokolsky's name should be added to those present; date of NYMAD conference should be March 26, 1988; Prof. A. Peretz is speaking at a conference on November 13, 1987, Queensborough Community College, topic: The Learning Center

Ms. Louise Lord's name should be added to the Learning Resources Information Workshop. The minutes were accepted as corrected.

III. Actions to be taken:

- A. Discussion on the new form (presented to the members by Dean Rempson) for student evaluation of the faculty.
1. Dean Rempson suggested a pilot test to accommodate for any flaws in programming, computer runs or scanning errors.
  2. Other members discussed the desirability of disinterested parties or students administering the test.
  3. Revisions to the form were suggested: Item #22: removal of arrow directing the student to circle 4, removal of the space under the question, if possible.
  4. The possibility of contracting an outside programmer from the organization preparing the survey form to do the programming was discussed.
  5. The subcommittee which was formed will work on these recommendations.

IV. Reports from Subcommittees on Workshops and Events

- A. These workshops and events will be split between the fall and Spring semesters. The chair is responsible for all events and asked members for their offices and home phone numbers.
- B. Reports from subcommittees:
1. Dean's reception: Memo to go to Humanities Division to ask for their response. Dean Polowczyk suggests that academy students attend this reception.
  2. Faculty survey: Not able to meet.
  3. Oriental f.d.: Discussion ensued on what was meant by "Oriental" education. It was decided that the topic should be broadened to include students from those cultures.
  4. Learning Resources: Prof. A. Peretz and L. Lord need more information from some departments. Copy, paste-ups, and dummy preparation are in process. A Spring distribution is the goal. Dean Rempson will investigate funding.
  5. Student & Faculty Expectations and Responsibilities: Had not been able to meet.
  6. Faculty Responsibilities and Action in the Event of Student Illness in the Classroom: Workshop will deal with how to handle health emergencies in the classroom; some topics being investigated include: asthmatic attacks, epilepsy, etc.

Meeting adjourned 4:37 p.m.

Respectfully submitted,

*Marlene G. Hynes*

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Secretary (SF5)