MINUTES OF THE COMMITTEE ON INSTRUCTION 10/3/68

Present: W. Sokolsky, Chairman
E. Canty, M. Cheng, H. Eagle, H. Gore, A. Hirschfield, W. Hynes,
J. Katz, A. Lessard, M. Rosenstock, S. Wilkofsky and H. Winterfeld.

Prof. Sokolsky, the Chairman, called the meeting to order at 12:30 p.m.

The annual report will be written by Dr. Berger, the Assistant Chairman, said Prof. Sokolsky.

The Chairman asked for volunteers to serve on the various Subcommittees. Among those present, the membership line-up was as follows:

Subcommittee on the Student Questionnaire
I. Berger - Chairman
H. Eagle
W. Hynes
J. Katz

Subcommittee on Visual Aids
E. Canty - Chairman
W. Hynes
W. Sokolsky

Subcommittee on Faculty Orientation
W. Sokolsky - Chairman

A brief discussion followed on the Student Questionnaire. Is the Questionnaire too long? Should there be concentration in some areas or disciplines? Can the Questionnaire be used for some kind of research? Should there be a moratorium on the Questionnaire? Have we done enough to publicize the Questionnaire? What philosophy or intent is assumed in the Questionnaire?

The next item dealt with New Ideas. The following were suggested:
(1) Dr. Cheng suggested a periodic publication possibly semi-annually which aims directly at the students in a person-to-person manner, containing brief articles of advice and wisdom regarding techniques of study, vocational opportunities in various fields of work (including fields not presently offered in our College), explanations of why certain kinds of knowledge are essential and relevant to the particular students etc.

The idea was well accepted, and it was decided that a memorandum announcing this be circulated to every Department asking if any member of the Department would like to contribute their writing for this purpose. This was to be Section I of the Written Data Committee (Subcommittee on Dissemination of Wisdom.)

Section II of the Committee is to consist of a compilation of flyers, documents and position papers to be displayed on a bulletin board and a magazine rack in the Faculty Lounge, as suggested by Prof. Sokolsky. A file cabinet will also be requested to hold such material for the perusal
of the faculty members. Professor Harold Marvin and Scholfield volunteered to be in this group.

Other new ideas included the following:

1. Should the Committee on Instruction admit students as observers and/or participants? No objections were raised by any members present.

2. The Chairman read communications from Prof. W. B. Denzer and Prof. H. Tyson about sponsoring lectures by famous people in education and talks by students about their favorite teachers. The Chairman said that he will attend to this.

3. The preparation of a booklet on "How To Teach Effectively".

4. Demonstration lectures.

5. Lectures on Video Tape.

6. Assignment of a "big brother" to every new faculty member.

7. Institution of a Great Teacher's Award.

The meeting adjourned at 2 p.m.

Respectfully submitted,

[Signature]

M. L. Department

Secretary