MINUTES OF THE COMMITTEE ON INSTRUCTION 1/11/68

Present: K. Elling, Chairman
        I. Berger, M. Chang, F. Costello, M. Glacy, R. Gorman,
        I. Hirsh, A. Hirshfield, A. Lessard, D. Lowenthal,
        D. McCulloch, M. Rosenstock, S. Wilkofsky, and A. Wolk.

The meeting began at 12:30 p.m. The minutes of the previous
meeting were approved with the following correction: a typographical error on the word "keep" (3rd line of the 5th paragraph) should be changed to "keeps."

Dr. Elling, the Chairman, distributed two questionnaires designed by the Questionnaire Subcommittee. After some discussion, it was agreed that the questionnaire(s) should be voluntarily used by the individual instructor and kept by the instructor. Whether the type of students answering the questionnaire(s) should be identified (e.g. through their academic index) is optional. A neutral answer in addition to the answer "fair" could be added to the list of possible answers. It was further proposed that the Committee publicize and submit the questionnaire(s) to the Faculty.

The date of the next committee meeting was set on February 29, 1968.

Dr. McCulloch reported on the progress of the Spring Series. A Subcommittee will be created for this program.

The meeting adjourned at 2 p.m.

Respectfully submitted,

Mabel L. Chang
Secretary

MLC: ap