MINUTES OF INSTRUCTION COMMITTEE MEETING, THURS., OCT. 5, 1977

Present: I. Berger, Chairman
M. Cheng, D. McCulloch, P. Daniels, F. Donnangelo, V. Foster,
D. Hadgis, R. Miller, M. O'Riordan, D. Sacher, W. Sokolsky and
M. Wise.

The meeting began at 12:30 p.m. Dr. Berger announced a tentative schedule
of regular meetings as follows:

Oct. 6, 20
Nov. 3, 17
Dec. 1, 15
Jan. 5

However, this schedule will be subject to revision, if necessary or if college
chores so demand.

Next, Dr. Berger welcomed the old and new members present at the meeting and
proceeded to describe briefly the history and functions of the Committee. One
of the formal functions of the Committee was, of course, the Student Questionnaire,
said the Chairman. Over the years, we have learned to interpret the results of
the Questionnaire more intelligently and also to take into consideration the way
the Questionnaire and its results were used, it was pointed out.

Discussion flowed spontaneously from the members present, touching upon the
following points:

(1) Is there uniformity in the way of administration of the Questionnaire? Were
some Questionnaire results left for an entire week in the departmental offices
before they were delivered to the Office of Institutional Research?

(2) The time-frame of the Questionnaire administration could be improved by pushing
it to the last week of classes for the semester. Another suggestion was to
leave the answering of the Questionnaire to the end of the final exam so that
the student would have had experienced the entire course before giving his
opinion by answering the Questionnaire at that time.
(3) The students' concepts of "fairness" and "helpfulness" often do not coincide with the meaning of these terms in the minds of the instructors, so that a high score by the student may imply a low score to the teachers and vice versa. A warning was made that, especially for the neophyte, numerical scores should not be interpreted as "the higher the better."

(4) A suggestion was made that the Committee should seek out members of the faculty who will be willing to talk to the Committee on their stimulating demonstrations and/or to inform or alert us to problems.

(5) The Committee should try to provoke the faculty to think of pedagogy, by sending out circulars and posting signs which read "Have you improved your instruction this semester?" or "Am I really doing my job today?" or multiple-choice questions such as "You are being watched by a) your students b) your fellow teachers, etc." Although such activity may be too trivial for professors in a college, it was pointed out, yet something along this line may be tried.

At 1:20 p.m. elections for officers for the 1977 academic year took place.

Nominations for Chairman were as follows: (alphabetically arranged)
   I. Berger
   D. Hadgis (who declined)
   W. Sokolsky (who declined)
   R. Smith

Voting results were:
   I. Berger -------------- 10 votes (elected)
   R. Smith --------------- 1 vote

Nominations for Vice Chairman were as follows: (alphabetically arranged)
   D. Hadgis
   D. McCulloch
   W. Sokolsky (who declined)
   M. Wise

The ballots were:
   D. Hadgis --------------- 5 votes (elected)
   D. McCulloch ------------ 2 votes
   D. Sacher --------------- 3 votes
   M. Wise ------------------ 2 votes

Lastly, nominations were open for Secretary, as follows: (alphabetically arranged)
   M. Chang
   M. Wise (who declined)

Thus, M. Chang was unanimously acclaimed as Secretary.

The Chairman then thanked the members present for his election and said that the burdens of the Committee had been pleasantly accomplished in the past year.
The Committee then unanimously directed Dr. Berger to write a letter of invitation to President Brown asking him to come to one of our meetings in the future, and perhaps to talk to us on "some topic pertinent to our student body."

Before the meeting ended at 2 p.m., Dr. Berger indicated that he hoped to receive names of departmental representatives to the Instruction Committee from the following departments: Art and Music, Engineering, Chemistry and Health & Physical Education.

Respectfully submitted,

Mabel L. Chang
Secretary