MINUTES OF INSTRUCTION COMMITTEE MEETING, TUES. DEC. 12, 1978

Present: I. Berger, Chairman
        M. Chang, F. Donnangelo, D. Frank, M. Glass, D. Hadgis, A. Pomerantz,
        I. Ronson, P. Rosenfeld, W. Sokolsky and J. Whelan.

The meeting began at 3:45 p.m. Dr. Berger wrote the following agenda on the blackboard.

Agenda

1. Approval of Minutes
2. Reports (e.g. from Remedial Subcommittee)
3. Grading System Revision: the use of pluses this term.
4. Prof. Rodzianko's memo on tutors
5. Prof. Bluth's inquiry on Workshop for Developing Grants
6. Prof. Juechter's announcement on Guidelines for Nonsexist Use of Language
7. Dr. Diamond's Notice of Psychological Services
8. Discussion: Is it advisable (or not) to have classes scheduled after the X'mas vacation?

Open discussion on enrollment and type of students was freely held for a few minutes.

The minutes of the previous meeting (Dec. 12) were approved as distributed.

Dr. Berger then called attention to the change of the grading system, namely, the incorporation of pluses to D, C and B. "This new system is to begin this semester," the Chairman reminded the Committee members.

Next, Dr. Berger read a memo from Prof. O. Rodzianko, dated Nov. 9, 1978, regarding assistant tutors. An increase in the allocation of funds was asked because conditions were "hazardous" in the shop.

A memo from Prof. D. Bluth, dated Nov. 1, 1978, was read by Dr. Berger. Prof. Bluth wanted to know if there was any interest in the campus in a "Workshop on the Proposals of Grant Writing."

A memo from Prof. J. Juechter on "Guidelines for Non-sexist Use of Language" was the next subject of discussion. This guideline was being used by the National Council of English, said Dr. Berger.

The issue of the absorption of the Committee on Instruction into the Curriculum Committee was next discussed. "There exists pressure to dissolve the Committee on Instruction," noted Dr. Berger. He asked for support for the Instruction Committee to continue, and pointed out that the Committee had
a function for existence in the Governance Structure of the College.

Prof. Rosenfeld traced the history of the original formulation of the governance structure. The Instruction Committee was made a separate entity because it was concerned with "instructional matters" and not "curriculum matters."

Numerous reasons for the existence of the Instruction Committee were cited by the members present. Problems that might occur if the Instruction Committee and Curriculum Committee were merged were explored.

Other areas of discussion followed. (i) There is a difference between policy making and the administration of policy? What is the role of the Instruction Committee in policy making? (ii) The former Remediation Committee had been absorbed into the Instruction Committee, as the subcommittee on remediation. It allocates funds for remediation purposes. (iii) The Student Questionnaire has been used for some time now. Yet many questions arise concerning student evaluation of faculty. For example; what does the Questionnaire show? How can the results be interpreted in an instructional context? How do the students interpret and perceive the items in the Questionnaire? Is a revision of the Questionnaire needed?

Dr. Berger summarized the gist of the meeting as follows.

(1) There is room for an Instruction Committee in the Governance Structure. Through its free interchange of ideas and open discussion, the Instruction Committee can arrive at policy.

(2) Possible policy-making positions are, for instance, (a) expansion of the Student Questionnaire, (b) summary of the use of the Questionnaire, (c) making policy statements, and (d) exploring specific methods of teaching that work elsewhere.

Lastly, the Report on Remediation included three basic questions concerning funds to ask for a department. They were: (i) effectiveness of remediation, (ii) most successful aspects of remediation, and (iii) goals projected and changes necessary to achieve goals.

The next meeting of the Instruction Committee will be scheduled on either the second or third week of the spring semester, said the Chairman. Tentatively, it was set on a Wednesday at 3 to 5 p.m. The exact date and place of the meeting had yet to be arranged.

Respectfully submitted,

[Signature]
Mabel L. Chang
Secretary