MINUTES OF INSTRUCTION COMMITTEE MEETING, TUESDAY, MAR. 4, 1980

Present: I. Berger, Chairman

Dr. Berger called the meeting to order at 3:30 p.m. "Some Departments are still trying to get representatives to the Instruction Committee," said Dr. Berger, "due to scheduling difficulties."

Dr. Chang distributed duplicate copies of the Dec. 12, Jan. 2 and Feb. 19 minutes for approval. She pointed out that the word "forum" on the last line of the 2nd paragraph of the Feb. 19 minutes should be changed to "quorum."

The minutes of the meetings of the following dates were approved with the indicated change.

Dec. 12, 1979
Jan. 2, 1980
Feb. 19, 1980

Dr. Berger announced that the instructional staff had been invited to have voluntary use of the Questionnaire during the Spring Semester if they so choose. As to last semester's Questionnaire, a number of the packets of cards had not been given out. Saturday packets were not received by Dr. Eagle's office in time. However, the instructors may have the scores added into this semester's optionally.

Discussion took place regarding the Questionnaire. Some "wrinkles" in the Questionnaire seemed to be the problem of the students' understanding of the words in the Questionnaire. For example, students who were late nevertheless judged whether the teacher was "on time" or "accessible." The word "fair" had different, and sometimes opposite, meanings in the minds of the student and that of the teachers. Again, a high score does not necessarily mean a "good" evaluation, it was pointed out. The administering of the Questionnaire was also a problem re time and supervision.

Finally, it was agreed that the Chairman of the Instruction Committee send a circular letter asking the teaching faculty: "In what ways do you think you can improve the contents and substance of the Questionnaire?" At the same time a sample copy of the Questionnaire should be attached to this survey. Each Departmental Representative will be asked to collect the answers and suggestions.

After Dr. Chang left for a class, the following items were discussed and decided upon.
(1) Prof. Sokolsky will prepare the first of a series of printed flyers to be distributed to the faculty to stimulate interest in teaching techniques, procedures and problems.

In connection with this topic of publicizing teaching techniques, it was pointed out that (a) the power of the Instruction Committee is not coercive but suggestive; (b) checking on the students' homework assignment is another suggestion; (c) consider using a common (Departmental) syllabus and textbook for a course; (d) award tokens ("gold stars") etc. for good performance; and (e) smiles and a sense of humor may help.

(11) Dr. Berger, the Chairman, will write letters of invitation to Professors A. Pitman, R. Heller and P. Morrill to give presentations to the Instruction Committee which will publicize the events to the entire College.

The meeting adjourned at 5 p.m.

Respectfully submitted,

Mabel L. Chang

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Secretary