Minutes of the Meeting of November 13, 1983
Tech Two, Room 418, 2 p.m.

Present: Professor A. Pomerantz, chairperson; Professors L. Alpert, V. Anderson
D. Hadgis, D. McCulloch, W. Sokolsky, H. Weiman, M. Wise, H. Witcomb

Excused: Professors S. Forman and J. Stuchin

The minutes of 10/10/83 were approved with the following corrections:
W. Sokolsky, excused - prior lecture; also, meeting adjourned 4:45 p.m.

Announcements:
1) There may be another questionnaire during the Spring 1984 semester
   concerning instructional needs.
2) Much interest was generated by last year's questionnaire on
   faculty/staff development. When data on the above is properly
   "digested," its substance will be made available to the faculty.

The Chairperson appointed the following members to the five subcommittees
of the Committee on Instruction:
1) Information Bulletin - V. Anderson, Chairperson; H. Whitcomb
2) Awards and Faculty Recognition: W. Sokolsky, Chairperson,
   D. McCulloch and M. Wise
3) Grant Writing for Career Development - E. Schor, Chairperson;
   J. Stuchin
4) Questionnaire - V. Anderson, Chairperson; J. Juechter, H. Weiman
   D. Hadgis, Chairperson, L. Alpert, S. Forman

   There followed a discussion of the Committee's theme of the year,
   "How to Use the New Technology to Improve Instruction."

The next meeting of the Committee will be held in Room 418, Tech Two, on
Thursday, 11/17/83, at 2 p.m.

The meeting adjourned at 3:15 p.m.

Respectfully submitted,

Wallace Sokolsky,
Secretary, pro tem

WS: f