

**Instruction Committee Meeting  
March 3, 2021**

Present: Jean Amaral, Andres Colapinto; Miguel Castro Nunes Fiolhais, Lisa A. Grace, Maureen H. Keenan, Michael J. McGee, Scott Tulloch

Chairperson Andres Colapinto brought the meeting to order, and minutes of the February 2 meeting were approved.

Professors Grace, Keenan, Fiolhais, and Amaral have scheduled a virtual focus group of students for Tuesday, March 9 to get input on the Student Experience Survey that has been in development for the last two years. Faculty are being invited to use the Survey as a mid-semester assessment of instruction in March. Feedback is requested to inform any revisions.

Professors Colapinto and Amaral have been in consultation with Dean Shults to discuss the logistics of making the instrument available throughout the college. In the transition from SmartEvals to Qualtrics, the parameters of what reports can be generated has been limited. The Office of Institutional Effectiveness and Strategic Planning is working with the Information Technology department to automate the data that are collected in Qualtrics. It is more complicated than the previous software, and the committee is hopeful that the Student Experience Survey will be able to offer straightforward reports for faculty, chairpersons, and departmental P&B committees' use.

The committee reviewed once more the wording of the questions and responses in the survey, and revised the answers to make them as clear and accessible as possible. The revised language will be included in the presentation to the focus group on March 9, and in the instrument offered to faculty for the mid-semester assessment trial run for feedback on its utility.

Lastly, the committee briefly considered the question of proposing CR grades. Since the college's NC policy had to be changed to comply with CUNY policy, NC grades are now only available to students who receive an F (among other restrictions). The Instruction Committee was asked to propose this change, which passed the Senate in Feb 2020. CR grades could potentially apply to the "gap" now left for grades higher than F, but lower than C (C- or lower). However, the committee agreed that this is an issue best addressed by Student Affairs, or some other committee. The existence, or non-existence of NC and CR grades does not directly affect instruction, since professors will need to submit a letter grade regardless of whether students have opted in to either of these alternatives.

The meeting was adjourned at 3:20.

Respectfully submitted,  
Michael McGee