

THE BOROUGH OF MANHATTAN COMMUNITY COLLEGE
ACADEMIC SENATE INSTRUCTION COMMITTEE
9/2/2015 meeting minutes

In attendance: Brown, Danila, Fitzgerald, Mata, Noimann, Salam, Yan, Yanagisawa.

Meeting called to order at 2:10 PM by Prof. Brown

- 1) Prof. Yanagisawa elected chair of the committee.
- 2) Prof. Danila elected recording secretary.
- 3) Prof. Fitzgerald elected Representative for the Executive Committee.
- 4) Prof. Yanagisawa gives an introduction about what the duties of the committee are.
- 5) A short discussion about faculty evaluations ensues. There were issues with the online evaluations, but it is still better to do them online.
- 6) The discussion turns to student advisement. The newly hired counselors who advise the students still do not have enough knowledge. There are too main issues:
 - (a) Students are sometimes advised to take too difficult classes, beyond their requirements
 - (b) Some students still end up in classes they do not have prerequisites for.
- 8) Problems with online courses are discussed next:
 - (a) There are complaints from faculty developing online courses that the checklist used when approving them requires too many chapters. Many courses seem to be unduly rejected. There seems to be a certain lack of autonomy. The checklist was passed by the Senate some time ago, and it is used by two people in the Technology Department, who stop the courses even before getting to Dean Wong.
 - (b) Also, there is no compensation for this work.
 - (c) Too much control over course content.

(d) There may be an inconsistency of experience between different departments, some had better experiences.

(e) It is decided to talk to Betsy (?) and look for statistics. Maybe also do an anonymous survey of faculty.

(f) Students have a much higher dropout rate in these courses. We need more data. Prof. Fitzgerald notes that there is some data already available.

9) Prof. Yanagisawa: Rooms should not be randomly distributed. For example, a media room should not be next to a class. Adjuncts should not be occupying a computer room.

10) It is agreed that meetings will start at 2:15 in the future.

Meeting adjourned at 3:15 PM