

Instruction Committee of the BMCC Academic Senate

Minutes for committee meeting on Wednesday, March 6th.

Present: Andres Colapinto, Jean Amaral, Lisa Rose, Gloria McNamara, Achraf Seyam?

The sub-committee leaders reported back from their most recent meetings:

The online **Peer Observation** Sub-Committee reported that there are no standard methods that faculty are told to conduct peer observations. Some are told by chairs that the observer should be added as a 'student,' to their Blackboard course, while others are informed that they should be added as a TA, and others are told to sit beside the observed faculty member, as they talk them through the course materials. Some peer observers are told to comment on course design, and others are told to focus solely on course content. Thus, there is concern and frustration on the part of observed faculty. Instruction committee members suggested that this sub-committee draft a protocol for online peer observation, and consult with PSC to get a sense of what is permitted contractually, and to gather materials for peer observation from other higher ed institutions. It was also suggested that the protocol parallel, as much as possible, the face to face observation format. Thus, committee members suggested that the protocol mirror the face to face meeting by suggesting that the observer sit with the observed faculty member as that person shows them the course materials, student discussion boards, assignments, etc. for a specific week.

The **Online Course Approval** sub-committee will meet to discuss their endorsement of the E-Learning and Digital Education By-laws which explicitly states that it will "advise, consult, and collaborate with the Academic Senate Instruction Committee" on matters pertaining to technology and education. Lisa Rose also reported back from the sub-committee's previous meeting with e-learning department staff whereby it was made clear that department chairs approve first time online and hybrid courses, but that as faculty develop subsequent e-learning courses, there is no need for approval to teach such a course. Again, it was noted that a faculty member does not need approval from a chair when they teach any course that has been approved by the Curriculum Committee.

As there is a good deal of overlap between these two sub-committees, it Instruction Committee members agreed that the two sub-committees should consider merging, thus forming an 'on-line instruction sub-committee' that could focus on both issues.

Instruction committee members also agreed to craft an overall resolution to address the need for equivalent treatment of e-learning and face to face instruction in regards to peer observation, course approval, faculty presence, and student learning objectives.

The **Student Evaluations** subcommittee has broken into three sub-sub groups, to research and consider a) justifications for changing (or more radically transforming) the student evaluations process, b) policy recommendations for the implementation and use of student evaluations, and c) recommendations for changing the specific questions posed to students.

Respectfully submitted,

Lisa Rose (filling in for H. Hanson)