

## BMCC Academic Senate Instruction Committee Meeting Minutes 2/7/2018

### In Attendance:

M. George Stevenson, Media Arts & Tech, Chair	
Sheldon Applewhite, Social Science	Gloria McNamara, Health Ed
Eric Freas, Social Sciences	Phyllis Niles, Library
Jen Longley, Teacher Ed	Rifat Salam, Social Sciences
Catarina Mata, Science	

1. Motion to call the meeting to order at 2:09 PM.
  - a. Motion unanimously approved.
2. Motion to accept the minutes from the 12/6/2017 meeting, as presented.
  - a. Motion unanimously approved.
3. The invited guest who was to speak on e-learning had to be rescheduled.  
Faculty who have expertise in e-Learning will be invited to the March meeting.
4. We discussed peer observations for face-to-face and e-learning courses.  
Several academic departments use checklists for face-to-face peer observations.
5. Committee members will gather and share checklists used for face-to-face peer observation from different academic departments prior to the March meeting.
6. Committee members will gather and share e-learning peer observation rubrics and checklists prior to the March meeting.
7. The committee will work to identify a set of baseline guidelines for peer observations of e-learning courses that can be adapted by departments.
8. Motion to Adjourn at 3:29 PM
  - a. Motion unanimously approved.

Respectfully Submitted  
Jen Longley, Ed.D., Teacher Education Department  
Secretary