

**THE BOROUGH OF MANHATTAN COMMUNITY COLLEGE**  
**ACADEMIC SENATE INSTRUCTION COMMITTEE**  
**12/2/2015 meeting minutes**

**In attendance:** Brown, Chen, Danila, Fitzgerald, Mata, Noimann, Salam, Yanagisawa, Ruru Rusmin (guest).

**Absent:** N/A.

**Meeting called to order at 2:20 PM**

1) In regards to the planned addendum to syllabi, the reply from Dean Hutmaker was received. We will wait for more information.

2) Regarding the planned survey on distance learning instruction, Profs. Conway and Wladis have been working on an instructional survey covering this. It will be done for all of CUNY, not just for BMCC. They insist that we do not overlap with their work. Prof. Fitzgerald will ask them exactly what their population is, so our audiences will not overlap.

We plan to focus on the instructors who are not teaching online, in an attempt to find the reasons why. We will document the reasons why some classes cannot be taught online and why certain populations of students might be more challenged. In many online classes, the number of students decreases dramatically in the course of the semester.

Prof. Mata suggests admission restrictions to online courses, like a minimum GPA. Some rules already exist but they are not enforced.

There is additional information available from previous surveys.

3) Prof. Noimann suggests that we look at instruction during the Winter session. It does not seem pedagogically sound for many courses to be taught in only three weeks. Perhaps we should survey that faculty teaching these courses and find out whether they use assessments that are comparable to those used during regular semesters.

**Meeting adjourned at 3:15 PM**