

**THE BOROUGH OF MANHATTAN COMMUNITY COLLEGE**  
**ACADEMIC SENATE INSTRUCTION COMMITTEE**  
**3/2/2016 meeting minutes**

**In attendance:** Brown, Danila, Mata, Fitzgerald, Yanagisawa.

**Absent:** Chen, Noimann, Salam.

**Meeting called to order at 2:17 PM**

- 1) Minutes of the previous meeting approved.
- 2) Regarding the lack of the student conduct officer: We made an inquiry on this matter to Dean Hutmaker. He promptly replied that they were still looking for a replacement and in the meantime he suggested to fill the online form and/or contact him if there is any incident that needs to be taken care of.
- 3) Regarding the online class teaching survey (for faculty who have not taught online): Prof. Mata presents a draft version of the survey, which is approved with a few minor amendments. We will check whether the Senate or the Executive Committee must approve it. We'll have to get Institutional Research to remove the people who have gone through Distance Learning training from the mailing list.
- 4) Discussion about tenure and promotion requirements tabled until better quorum.
- 5) Regarding the problem of non-major students being advised to take major courses: Prof. Mata will talk to Carey Thomas and try to clarify this with the advisors. We should also add a warning sentence to the text promoting each course.
- 6) New topic: some remedial courses have been watered down to the point where they no longer serve their purpose. There is also a large variability in the degree of preparedness of the students who pass them. There is anecdotal evidence that many adjuncts believe they will be fired if they fail any students. We should clarify that this is not the case.
- 7) The discussion on bias in student evaluations is tabled.

**Meeting adjourned at 3:23 PM**