

THE BOROUGH OF MANHATTAN COMMUNITY COLLEGE
ACADEMIC SENATE INSTRUCTION COMMITTEE
10/7/2015 meeting minutes

In attendance: Brown, Chen, Danila, Fitzgerald, Salam, Yanagisawa.

Absent: Mata, Noimann.

Meeting called to order at 2:20 PM

1) Prof. Salam: In regards to the advisement problems discussed last time, we should think about producing a set of common advisement recommendations with the committee for advisement.

2) Prof. Yanagisawa: We do not have to decide on this now. Let us turn to the complaints from online courses developers.

3) Prof. Chen: We can pass a survey.

4) Prof. Salam: We can also do a survey looking for common advisement problems. We can each email our own department members or request the information through the department chairs. We can also ask Bettina Hansel for help.

5) Profs. Fitzgerald and Salam discuss whether advisement is really within the purview of our committee. We should focus more on the teaching aspect of the problem. The quality of the classes is reduced by underprepared students who end up there due to advisement errors. How can advisement be improved to have the students in the right classes? Department representatives could help us with this. We should ask Glenn about the procedure to contact the department representatives.

6) Prof. Fitzgerald: We do not have to meet them, just ask for information. Could be a great faculty survey. But we need the anecdotal evidence first.

7) Prof. Fitzgerald: In regards to the problems encountered by the online course developers, let us try to collect as much information as possible, even from professors who do not teach online. What are the reasons that keep them from teaching online? What are the most important challenges? These things are important in light of the President's push to get 25% distance learning.

8) Prof. Salam: We can contact Institutional Survey, maybe even Survey Monkey to see what is the best way to administer the survey.

9) Prof. Brown: Should we do these surveys simultaneously?

10) Prof. Salam: We can do them separately in Fall and Spring.

11) It is unanimously agreed that we should do the advisement survey first.

12) Profs. Brown and Salam: We need to make the students more autonomous, to where they feel like they have to take charge of their courses.

13) Prof. Salam: Let us aim to give the report and the recommendations by mid-January.

14) Prof. Yanagisawa: Shall we do it immediately after the advisement period is over, when the experiences are fresh?

15) Prof. Salam: Maybe it's a good way. But then again, that is the late registration period and everybody is busy at the end of the semester.

16) Prof. Fitzgerald: We need to take this to the next Executive Committee, at the end of November, for approval. It cannot be done before that.

17) Prof. Fitzgerald summarizes the information that will be passed to the Executive Committee.

Meeting adjourned at 3:30 PM