
To: Members of the College Council and College Community
From: Instructional Committee
Subject: Meeting Notes for Instructional Committee Meeting on 11/18/24 at 11:30 AM

The Instructional Committee met on Wednesday 11/18/24 at 11:30 AM in Room M-355-7. The following were in attendance:

- Juan Carlos Franquiz (member)
- Cynthia Olvina (member)
- Mary Shannon (member)
- Dorina Tila (member)
- Michael Weisenfeld (member)
- Jeffrey Delgado (Guest, Chair of Students Committee, Library)

Instructional Committee Chair, Dorina Tila, called the meeting to order at 11:35 AM

I. Reports

Chair Dorina Tila initiated the meeting and the RSI working group presented an update on the work conducted for the implementation of Regular and Substantive Interaction Policy in Online and Distance Learning approved by CC on 5/28/2024 ([page 5](#)), referred to as RSI KCC Policy.

The RSI working group is comprised of the following volunteer members: Cynthia Olvina, Mary Shannon, Dorina Tila, and Michael Weisenfeld.

A. Peer Observation Form

- a. RSI working group considered that the current Observation Form is well-constructed. Questions that can be used to identify compliance with the minimum requirements of RSI already exist in the form. It was confirmed with the Union Representative that we are not able to extend the observation time for more than 48 hours due to union limitation.
- b. To implement the RSI KCC Policy (Section "Oversight and Evaluation"), the Working Group suggested the following edits to the first page of the [KCC Observation Form](#):

“Observation of the lesson: The observer will complete the Peer Observation of Teaching report. The purpose of the report is to serve as a tool to evaluate instruction in a way that is as equitable as possible for all disciplines, styles, and modes of instruction (in-person, hybrid, and online) and to create a standardized reporting format *and comply with RSI minimum requirements*. The observer rates the instructor’s performance based on each criterion and provides written comments to assist colleagues to identify specific strengths or opportunities for instructional improvement.”

B. RSI Checklist

- a. The RSI working group has started working on an RSI Checklist using [RSI Rubric](#) as recommended in the RSI KCC Policy.
- b. This Checklist will be recommended to each Department to ask faculty to complete it at the start of the semester. Completing this Checklist may serve as a way of encouraging faculty to reflect on the design and implementation of the course and increase their RSI awareness.

C. RSI Awareness

- a. The RSI Working Group has contacted KCeL for assistance in improving faculty awareness on RSI.
- b. KCeL has promptly responded and shown great support in scheduling informative sessions in Spring 2025 to inform faculty on effective ways to turn an interaction with the student into a regular and substantive one.

D. Faculty Handbook Updates

- a. Reviewing [Faculty Handbook 2024-2025](#), the Working Group contacted the appropriate office to include the RSI KCC Policy under the instructional policies and procedures in Chapter 4 of the Faculty Handbook 2025-2026.

II. Proposals

E. The participants discussed and reviewed the proposed required syllabus template.

- a. Currently, Kingsborough has no requirements on syllabus, but only suggestions ([Faculty Guide 2024-2025](#), page 17-21)
- b. During the meeting the participants reviewed and discussed the issue. They shared information and identified a plethora of sample syllabi provided by various KCC departments. Below are some examples.
 - i. College Now <https://www.kbcc.cuny.edu/collegenow/syllabus/index.html>
 - ii. Physical Science <https://www.kbcc.cuny.edu/academicdepartments/physci/syllabi.html>
 - iii. Bio https://www.kbcc.cuny.edu/academicdepartments/bio/bioweb_syllabi.html
 - iv. Business <https://www.kbcc.cuny.edu/academicdepartments/ba/samplesyllabi.html>
- c. During the meeting the participants also shared information from other colleges which that provide suggested syllabus, not a required. Examples are below:
 - i. Hostos <https://commons.hostos.cuny.edu/ctl/syllabus-guide/#1693325313269-f3cddb6f-7d76>
 - ii. Queens College <https://www.qc.cuny.edu/cetll/whats-in-a-syllabus/>
 - iii. Graduate School of Public Health <https://sph.cuny.edu/syllabus-template/>
 - iv. City Tech <https://openlab.citytech.cuny.edu/template-course/syllabus/>

III. New Business

- A. The floor was open to any new topics, proposals, events announcements, etc. No pressing announcements were made.

IV. Closing remarks

- A. Chair Dorina Tila summarized the relevant points from the meeting.
- B. The following are expected for the next meeting.
 - Item 1Ab will be further discussed and voted on at the next meeting.
 - Item 2E will be further discussed and voted on at the next meeting.
- C. Gratitude was expressed for the participation of the attendees.

Adjournment at 12:30PM

Minutes prepared and approved by Dorina Tila & Juan Carlos Franquiz