

Instructional Committee Meeting Minutes
Sept. 28, 2026

IC Members Present:

Robert Cowan (chair), Juan Carlos Franquiz (guest), Esther Michelle Gabay, Ayman Kassim (student rep), Ashiza Shah, Joanna Stein (secretary), Enid Stubin

IC Members Not Present:

Catherine Mooney, Michael Weisenfeld, Tianka Taylor (student)

1. Student Evaluations and Smart Evals

- Members went around and introduced (or re-introduced) themselves.
- Soon, the group was in discussion about the SmartEvals system that currently handles student evaluations, as student response rates are at an all-time low
- There is discussion about how faculty receive & interpret evaluation scores, and whether the SmartEvals system is effective as an evaluation system
- Rob (chair) mentions that he had emailed a few documents to the group about bias and evaluations. Along those lines, the group discusses student evaluations, bias/sexism, and differences in evaluation experiences for adjunct and full-time faculty
- The group also discusses how this system was initially supposed to make the process faster for faculty to receive feedback and to streamline the process for students, before ScanTrons were used with the option for students to write in comments. Faculty did not always receive these evaluations in a timely fashion.
- It's suggested that in discussing this with administration to emphasize the financial cost of this system and how it could be used elsewhere in the college
- We discussed that these are to be used in cases of promotion and tenure, but the majority of faculty on the committee are not entirely sure how the evaluations currently impact faculty seeking promotion or tenure.
- Rob explains how the College P & B committee determines how evaluations are used. He states that the Provost has been asked about the issue, as well as Andrea Vasquez (PSC), who states that the union has no official stance on the evaluation process

— Institutional Research may be contacted by Rob to find out more about SmartEvals and their weight in the promotion/tenure process.

The group raises these questions (to find out/ revisit for the next meeting):

- 1) How are evaluations currently used in promotion and tenure?
- 2) What is the response rate threshold for using evaluation scores?
- 3) Is there transparency about how the scores are currently interpreted?

2. Classroom Conditions and Facilities

— The group discusses how classroom furniture is not always size-inclusive or accessible, but it is suggested that this is the purview of the Facilities Committee and to possibly contact them regarding our list of concerns

— It is also discussed how the computer classrooms may need upgrades in general

— The group discusses how Buildings and Grounds restored the campus after major damage during Hurricane Sandy (Fall of 2012) under former KCC president Regina Peruggi, and that many of the rooms have been converted/ updated over the years, though it may not seem that way to everyone

3. AI & Teaching/ Academic Integrity

— There are many concerns about the institution not fully engaging with AI and its implications on teaching

— The group is concerned about students' critical thinking and the ability to develop original ideas in their writing

— We also discuss how different modalities of teaching, and how they raise different questions about AI and academic integrity

— It is reported, per an English department meeting last year, faculty are not supposed to accuse students directly of using AI

— The group agrees that there needs to be clearer AI policies overall, and whether/ how faculty should address these issues in the syllabi

— Additionally, there is general uncertainty about who at KCC creates or oversees AI policy

— We also discuss the differences of AI across various academic disciplines/ subjects and how, in medical/ healthcare settings, AI is seen as extremely useful, but not so in subjects that are considered liberal arts

Teaching Ideas

— It is suggested to give more in-class writing for students

— It's also suggested that maybe in the future there can be dedicated "studio time" for students to help provide for students who need more support/ writing time

*** Meeting is adjourned at approximately 4:30 pm**