

# MINUTES

## Committee on Instruction

Tuesday, October 27

1:50 PM – 2:50 PM

Meeting called by Rick Repetti

Attendees: Rick Repetti, Loretta Brancaccio-Taras, ~~Joanna Stein~~, Ann DelPrincipe, Silvea Thomas, Erin Smith, Red Washburn, Vincent Cuccia

Please read: **Survey Draft: <https://www.surveymonkey.com/r/YBDZ3MY>**

Please bring: **Thoughts and Ideas**

Start Time – 1:50 PM	Introductions, Institutional Effectiveness and other updates, and discuss representation at Steering  Rick R. has communicated with Rick Fox about the survey on peer observation of teaching so he will be working with IC  In the future, other IC members will have the ability to attend the steering committee to represent IC. Either the committee member would represent or attend with Rick R. The rationale for encouraging this is that possible future chairs of this committee will have some insider knowledge about how Steering operates, and Steering will get to know how each of us operates. This will also help inform a greater understanding in our committee about how potential resolutions fare in Steering. It will also help morale in our committee by more equitably distributing rights and responsibilities in our committee, by expanding transparency, and promoting greater inclusion.	Zoom
<b>Item #1 <u>Approve Minutes</u></b> <u>Minutes approved 8-0-0</u>		
<b>Item #2 <u>Discuss and Approve Survey Statement</u></b>  <b>Statement to contextualize the “Peer Review of Teaching Survey”</b> The Peer Review of Teaching survey is part of an extensive review of best practices developed to help determine whether pre-observation communication practices, the Peer Review of Teaching form, and the Post Observation Conference Memorandum should be revised. The goal of the review is to ensure the effective review of teaching and to provide meaningful feedback to the instructor.		

Annie suggested the survey have a statement at its start to contextualize it.

Need to mention the survey is coming from the Committee on Instruction.

The Peer Review of Teaching survey is part of an extensive review of best practices **undertaken by the Committee on Instruction** to help determine whether the current procedures and forms ought to be revised and if so, how.

Context will appear in the email and at the start of the survey.

### Item #3 Discuss and Approve Survey

#### Changes:

1- Change the context

John will remove "draft" once it is approved

Question 1 was added about stakeholder rank, etc.

Q2: add "other" as an option

Q3: add a section header before Q3 explaining the types of questions – employing Likert scale response options - that will appear in question 3-10 (header will state: indicate the extent to which you agree or disagree with the following statements)

Q3: "nifty chart" has another category, "fully online mixed"

Q6: add "fully online mixed" - John will modify so that the stem reflects all categories, maybe something like "The categories on the peer review of teaching form assess ..."

In addition to the "comments" and "summary" parts of rubric, discussion about whether there should be an option to attach a "prose" (not exactly a "narrative") statement; consensus seemed to conclude that the format should not allow observers to ignore the rubric, that there are ample places for prose, and that keeping/requiring both rubric and prose components was advisable

Q8: remove

Q9: remove

### Item #4 Discuss and Approve Subcommittees

#### Subcommittees:

- **"Pre-Observation and Post-Observation" Subcommittee:** Charged with gathering departments pre-observation procedures, review the post-observation Conference Memorandum, and make recommendations for revisions.
- **"Peer Review of Teaching" Subcommittee:** Charged with reviewing existing observation forms in CUNY community colleges and make recommendations for revisions.
- **"Research and Data Gathering" Subcommittee:** Charged with examining existing research results on instruction and student learning (e.g., Data FIG survey, Instructional Effectiveness data, and CUNY data), present the results to the Instructional Committee, and make recommendations for future surveys.

## Item #5 New Business

Recapping recent CC meeting.

A sense of frustration about the conversation at CC surrounding the resolution on the pre-observation form brought to the floor at recent CC meeting.

Provost and chairs were not included, which might have led to some resistance, so we are adopting a more inclusive approach. In the future it might be helpful to prepare a script for any resolutions that will be brought to the floor at College Council so we can all help Rick present the resolution, so that it does not all fall on Rick. As part of this, we can prepare statements, reflecting any different views and be aware of the differing views each speaker intends to present.

Rick expressed gratitude for John Acosta's guidance on the pre observation form issue and how more voices of IC ought to be active.

Rick stated that he intends to shift gears and adopt a new approach in which we slow down and spend additional time on items (without dragging our feet) so that we don't create any undue stress.

Annie suggested that the committee could set aside time to think about what is going on with Instruction at the college, devoting at least one meeting per year or semester to reflecting on our process, priorities, modus operandi, etc., and be more visionary than reactionary.

Rick has reached out to the chairs in informal emails about pre-observation procedures. Some have responded and others have not. It was mentioned that the Provost can require all the chairs to take the survey, gathering the same information.

### **Google Docs**

New items: [Meeting Scheduling Grid](#), [Google Doc version of Observation Form](#) and [Google Slides version of Observation](#) form as committee working files.

Next Meeting November 11, 2020 at 1:50 pm.

Minutes submitted by: Loretta Brancaccio-Taras

Secretary of IC