**Committee for Instruction and Professional Development Meeting**

**York College, CUNY**

Meeting Minutes 2/14/18

(10:45 – 11:30 am in Room 4G01)

**Committee Members Present:** LESLEY EMTAGE, MARK ADAMS, MELISSA DINSMAN, GREET VAN BELLE, CASANDRA SILVA SIBILIN, TONYA SHEARIN-PATTERSON, CLAUDIO LINDOW

**Quorum present.**

1. **Minutes for two previous meetings (10/31/17, 12/4/17) were accepted**

1. **Continuing discussion of issues related to Student Evaluations of Teaching Effectiveness**
   1. Problem of low response rates – some committee members had success past semester in increasing response rates by reminding students
   2. Problem of low response rates connected to problem of lack of clarity on purpose of evaluations
   3. Need for revision of many kinds
      1. Number of questions
      2. Appropriateness, style (need to be broad but targeted, with less jargon)
      3. Different questions for different subjects/types of classes, e.g. many of the current questions do not apply to performance classes or hybrid classes
   4. Need for more feedback from faculty and students regarding revision and possible strategies
      1. Faculty survey (L EMTAGE reminded committee that M OSBORNE has offered to use her department to survey the faculty but committee first needs to see what questions to ask)
      2. Faculty focus groups
      3. Presenting proposed changes at Faculty Caucus and asking for feedback
      4. Finding way to get feedback from students (Student members of committee have not been active)
   5. Need for more clarity on process of changing the questions and obtaining approval
2. **Discussion of new committee function involving online courses** 
   1. L EMTAGE summarized new developments
      1. December 2017 - Curriculum Committee proposed successful resolution to absolve themselves of function of approving online courses
      2. January 2018 – Bill Ashton (president of Faculty Caucus) asked L EMTAGE to present proposal for CIPD to oversee instruction of online courses
   2. Current priority is to work on resolution to give CIPD and CETL oversight on preparing instructors for online teaching – mechanism should change to approving faculty rather than courses
      1. (As of December, there is no college-wide mechanism of approval for an online/hybrid course)
      2. (Hybrid courses fall in the category of online courses)
   3. Additional proposed function for CIPD is to evaluate whether online courses are being taught appropriately and with sufficient instructional interaction
      1. As of now online courses have not been observed due to opposition by Union
      2. Need to consider ways of evaluating that would not be used for reappointment and might be renamed “certification” and done every number of years
      3. Faculty who have been teaching online for a while can be “grandfathered” in
      4. Need to have standard methodology for online evaluation which can be clearly applied – committee members raised concerns about evaluating faculty from other departments
3. **Upcoming tasks to work on**
   1. How to improve student evaluations – questions suggested by G VAN BELLE to think about for next meeting/Blackboard Discussion:
      1. What is purpose of the student evaluations?
      2. Do the questions serve that purpose?
      3. Can students understand the questions?
      4. What would be the 5 most important questions?
   2. (Priority) How to evaluate an online course – questions to think about:
      1. What are the best ways to evaluate online teaching?
      2. What are other institutions doing?
      3. What are individual departments doing?

Meeting adjourned shortly after 11:30am.

Respectfully submitted, Casandra Silva Sibilin.