**Committee for Instruction and Professional Development Meeting**

**York College, CUNY**

Meeting Minutes 3/28/18

(11:30 am – 1:00 pm)

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

1. **Continuing discussion of new committee functions involving online courses**
   1. VAN BELLE suggested adopting assessment of online courses using similar format to what CTLET does
      1. same observation for all courses whether in person/online/hybrid with 5-7 criteria of *possible* evidence that might be used (so can be adapted to particular course)
      2. classroom observation time combined with in-person discussion before/after the observation for context (e.g. 20 min meeting + 30 min in class)
   2. EMTAGE - committee function related to assessment not called “observation” and can’t be used for reappointment (due to contractual reasons); committee can only make a “recommendation” as to faculty qualified to teach courses but ultimately up to department chair
2. **Vote on “Resolution Establishing York College Governance for Courses in Hybrid or Asynchronous Online Format”**
   1. Committee voted unanimously in FAVOR of the resolution, *with the following caveats*:
      1. Possibly specifying that Assessment/Evaluation/Observation of Online and Hybrid courses won’t be used for Reappointments/Tenure/Promotion/Memoranda of Evaluation (SHEARIN-PATTERSON)
      2. Making sure that documents involving Assessment, Evaluation and Observation of Online and Hybrid courses are not conflicting with contractual agreements in the Guideline on Reappointments, Tenure and Promotion as well as Memoranda of Evaluation (LINDOW)
      3. Asking Office of Legal Affairs and Labor Relations to do legal review to ensure that the Resolution does not conflict with any current legal binding that could bring a further challenge in the Faculty Senate (LINDOW)
         * EMTAGE will speak to Russell Platzek regarding legal review
3. **Discussion regarding “Instruction Committee Online Courses Proposal” Draft**
   1. “Procedure for Approval of Online Courses”
      1. Needs more work and research regarding online vs. class time requirement
         * VAN BELLE will ask Registrar regarding this
   2. “Institutional Support for Online Courses”
      1. Needs more work and research regarding course cap; disagreement in committee about caps for hybrid and online courses
         * EMTAGE will ask School of Professional Studies about their usual cap on hybrid courses
   3. “Assessment for Online Courses”
      1. Replacing “ASSET” with Class Climate Program
   4. Committee concluded proposal needs too many changes to be voted on
   5. EMTAGE will send revised version
   6. VAN BELLE will create a One Drive folder to share revised document with committee members
4. **Minutes for past meeting (2/14/18) were approved**
5. **Tentative agenda for next meeting** 
   1. Vote to approve revised “Instruction Committee Online Course Proposal”
      1. (Senate is meeting two more times this semester – April and May)
   2. Talk about student surveys

Meeting adjourned around 12:52pm.

Respectfully submitted, Casandra Silva Sibilin.