**Committee for Instruction and Professional Development Meeting**

**York College, CUNY**

Meeting Minutes 12/04/2019

(12:00 pm – 2:00 pm)

**Committee Members Present:** LESLIE KEILER, LESLEY EMTAGE, GREET VAN BELLE, WAYNE DAWKINS, JENNETTE ALLEN-MCCOMBS, VIRGINIA THOMPSON, CLAUDIO LINDOW, AEGINA BARNES, TASNIM HARUN

The meeting began at noon.

1. **Update on professional development opportunities for faculty hosted by the Center for Teaching, Learning and Educational Technologies, CTLET Director Greet van Belle**
   1. Director van Belle handed out a schedule with the Spring 2020 activities organized by CTLET.
   2. Director van Belle described the new hybrid course offered by CTLET, geared for instructors of General Education courses. The course is designed to address challenges in the instruction of General Education Courses. Director van Belle, who is a member of the General Education Committee, is creating the course; it is currently being piloted.
   3. Director van Belle gave three examples of challenges that the course proposes to address:
      1. Lack of and/or very uneven student motivation
      2. Uneven faculty and student awareness of the General Education student learning objectives (SLOs)
      3. Uneven alignment of assignments and assessments with General Education SLOs
   4. Director van Belle went over the course in detail. In summary, the course consists of 10 modules; each module has an online assignment. The faculty meet face-to-face and give each other feedback on their assignment. Faculty are paid to take the course, but only if they complete all 10 modules.
2. **Approval of minutes** 
   1. A motion was made to approve the minutes of the CIPD meeting on October 10th (Wayne Dawkins). The motion was seconded (Virginia Thompson), and accepted unanimously by all present (8 members).
   2. Dr. Keiler noted a change in the informal minutes for the CIPD meeting on Nov. 20th, 2019.
3. **Discussion of Online and Hybrid course instruction**
   1. Dr. Keiler reviewed the request of the York College Senate to the Committee on Instruction and Professional Development to assume oversight of online and hybrid instruction.
   2. Dr. Keiler suggested drawing up a set of guiding principles to put before the York College Senate regarding the assignment and instruction of hybrid and online courses. Dr. Keiler additionally suggested that we include the principle that teaching an online or hybrid course should be voluntary.
   3. Dr. Barnes proposed that multi-section courses offered in an online format should always also be offered in a conventional (face-to-face) format so students who prefer direct interactions with their instructor and peers have that option.
   4. VP Lindau and Dr. Thompson suggested that instructors of online/hybrid courses be appropriately trained in the relevant instructional techniques. Dr. Keiler agreed, and stipulated that we should consider the length and depth of training; she described an example in which a one and a half hour training session was considered adequate training to teach online. Dr. Keiler suggested the use of the Writing Intensive training program as a model.
   5. Dr. Keiler suggested that each department should articulate a policy guideline on what courses would be appropriately taught online or in face-to-face settings.
   6. The question of observation of online instruction was brought up. Director van Belle noted that the new contract articulates guidelines for the observation of online teaching.
   7. VP Lindau noted that Yorks’ new polling software makes it relatively easy to create a separate student survey for online/hybrid courses, making it possible to include appropriate questions.

Meeting ended at 2 pm.

Respectfully submitted, Lesley Emtage