



To: Members of the College Council  
Date: September 28, 2020  
From: Michael Sokolow, Secretary  
Subject: Agenda for the Meeting of October 6, 2020

The College Council will meet on Tuesday October 6, 2020 at 3:00 PM via videoconference at:  
<https://zoom.us/j/94844381941?pwd=TU5NVEV5enQxU25HTUtrR3JCeVJwdz09>

## **AGENDA**

I. Approval of the minutes of the meetings held on May 23, 2020 (posted online at [https://www.kbcc.cuny.edu/college\\_council/index1.html](https://www.kbcc.cuny.edu/college_council/index1.html) )

## II. Reports

- A. President's Report
- B. V.P. Reports
- C. Instructional Committee Report

The Instructional Committee proposes the following Resolution on Pre-Peer Observation Agreement:

WHEREAS, the most recent PSC contract settlement (noted in the Memorandum of Agreement) added provisions for observations of online and hybrid courses, namely, section 18.2 (b) 3, entitled "Teaching Observations for Online Courses", (see language below),

Full language of the relevant section:

- a. For teaching observations of online or partially online courses, the parties intend to replicate as closely as possible the longstanding teaching observation practices established pursuant to this Agreement. Therefore, the provisions of Article 18.2 (b) 2 shall apply except as specifically modified herein.
- b. In a fully online synchronous course (that is, a course that meets online for 100% of the semester's class meetings with a regularly scheduled class period during which students and the instructor are online at the same time), the designated observer shall be given limited access to the course platform, usually defined as "student" or "guest" access but in no event "instructor" or "administrator" access, only for the scheduled class period to be observed. Via the method for announcements normally employed by the instructor in the course, the instructor shall inform the students that the teaching observation is occurring. In no event shall the classroom teaching observation memorandum refer to the conduct of course activities outside of the observation period.

- c. In a fully online asynchronous course (that is, a course conducted entirely online without a scheduled class period), the designated observer shall be given limited access to the course platform, usually defined as "student" or "guest" access but in no event "instructor" or "administrator" access, for no more than a 48-hour period that will commence at a specified time not earlier than seven calendar days after the notice of the teaching observation has been given to the instructor. Within 48 hours of receiving notice of the observation, the instructor shall inform the students of the teaching observation and its beginning and end time via the method for announcements normally employed by the instructor in the course.
- d. In a fully online mixed course (that is, a course conducted entirely online using both synchronous and asynchronous instruction), the teaching observation shall take place according to the procedures for a fully online synchronous course, as specified above. At the request of the instructor, and with the consent of the Department Chairperson, the teaching observation may be conducted as it would be for a fully online asynchronous course, as specified above.
- e. In a hybrid or blended course (that is, a course in which some face-to-face classroom periods are replaced by online instruction or any other modality that is not face-to-face), the following rules shall apply:
  - f. If at least 50% of the class sessions are conducted in a traditional face-to-face classroom setting, the observation shall normally take place during a face-to-face classroom period as set forth in Article 18.2(b). At the request of the instructor, and with the consent of the Department Chairperson, the observation may be conducted during an online class session. In such cases, the observation shall be conducted according to the procedures for a fully online synchronous course or a fully online asynchronous course, as applicable.
  - g. If fewer than 50% of the class sessions are conducted in a traditional face-to-face classroom setting, the observation shall be conducted according to the procedures for a fully online synchronous course or a fully online asynchronous course, as applicable.
  - h. The Department Chairperson may decide that an instructor teaching a hybrid course who has been observed under this provision may have his or her next observation conducted in the other modality used for the course.
  - i. For observations of other than a fully online synchronous course, the observer shall not review online activity that occurred more than seven calendar days prior to the 48-hour period of access to the course platform, nor shall the post-observation memorandum refer to any course activities that occurred more than seven calendar days prior to the 48-hour period of access.
  - j. For a fully online course, the post-observation conference set forth in Article 18.2.b may be held, at the request of the instructor, in person, by telephone, or by video conference.

BE IT THEREFORE RESOLVED, that the college promulgate the new contract language governing peer teaching observations by, among things, embedding a

summary of that relevant language in a new “Pre-Peer Observation Agreement” (designed to replace the previous pre-observation form), and to be distributed to the college in a digital, fillable form, to be used in connection with the arranging of teaching observations.

[See Attachment A, “Pre-Peer Observation Agreement”.]

### III. Governance Review Status Report

### IV. Elections of Faculty Members to the Student Technology Fee Committee.

Three (3) full-time faculty members of the Student Technology Fee Committee are to be elected by the full-time faculty members of the College Council. [See Attachment B, “Chancellor Policy and Procedures on Student Technology Fee.”]

All full-time faculty members at the College are eligible to be nominated and serve on the committee, including non-Council members; however, the persons casting nominations must be faculty members of the College Council. Nominations in-absentia are permitted on the condition that the nominator has the permission from the faculty member being nominated in-absentia.

Self-nominations are permitted and encouraged.

All College Council full-time faculty members will vote for each position. Each election will be conducted by secret ballot following open nominations.

### V. New Business

#### **COLLEGE COUNCIL CALENDAR, 2020-2021**

Tuesday November 17, 2020 at 3:00 PM

Tuesday April 6, 2021 at 3:00 PM

Tuesday May 25, 2021 at 3:00 PM

All meetings will take place on videoconference unless circumstances change. The link for all meetings is: <https://zoom.us/j/94844381941?pwd=TU5NVEV5enQxU25HTUtrR3JCeVJwdz09>

#### **COLLEGE COUNCIL COMMITTEE MEETINGS, Fall 2020**

Curriculum (Prof. Ed Martin) – Thursday October 22, 2020

Instructional (Prof. Rick Repetti) – September 22, 2020

Legislative (Prof. Michael Sokolow) – Tuesday October 13, 2020

Steering (for the Council Meeting of 11/17/2020) – Thursday November 5, 2020

Strategic Planning (VP Richard Fox) – September 22, 2020

Students (Prof. Paul Ricciardi) – Tuesday November 3, 2020

All meetings will take place on videoconference. Observers may contact the chair of each committee for a link to its upcoming meeting; for Steering contact Council secretary Michael Sokolow.