

Minutes for Instruction Committee Meeting

Date: 10/03/2023

Time: 04:10 PM - 05:00 PM

Location: E-332

Committee Members Present:

- John Acosta, Chair
- Cynthia Olvina, Secretary
- Ryan McKinney
- Valerie Sokolova
- Judith Cohen
- Thomas Rothacker
- Shazielle Johnson (New Member)
- Ayesha Azad (New Member)
- Jaiden Pinnock (New Member)

Open to the College Community

1. Welcome and Introductions (10 minutes)

- Chair John Acosta initiated the meeting and extended a particularly warm welcome to the new committee members: Shazielle Johnson, Ayesha Azad, and Jaiden Pinnock.
- Each member, including the new ones, provided a brief self-introduction, elucidating their roles and responsibilities within the college community.

2. Review of Previous Committee Work (10 minutes)

- A review of the "Student Equity Syllabus Survey" was presented, summarizing its progress to date.
- Recommendations from the previous committee's work were displayed and discussed.
- Queries were raised and clarifications were provided, particularly relating to the methodology of the survey project.
- General feedback suggested the previous committee's recommendations were ample but required further refinement.

3. Importance of the Student Equity Syllabus Survey for Equity by Design (10 minutes)

- A discourse on the centrality of the "Student Equity Syllabus Survey" in spreading Equity by Design was offered.
- It was emphasized that the survey results could significantly shape curriculum development, support inclusive teaching pedagogies, and address existing educational disparities.

- Examples from other institutions were cited to demonstrate the efficacy of similar initiatives.

4. Next Steps for the Syllabus Survey Project (10 minutes)

- The chair introduced the proposed future actions for the "Student Equity Syllabus Survey" project.
- Assignments were delineated for further research and action items, and timelines were provisionally agreed upon.
- The necessity of collaborating with department Chairs was underscored.

5. Feedback from Department Chairs (10 minutes)

- The committee explicated the roadmap for obtaining feedback from department Chairs.
- The role of the Dean of Faculty in leading this initiative was articulated, thereby reiterating the collaborative nature of the project.

6. Open Floor for New Business (10 minutes)

- Members of the college community offered fresh perspectives and concerns.
- A tentative list of potential agenda items for future meetings was collated.

7. Announcements and Reminders (5 minutes)

- No pressing announcements were made.
- Reminders regarding upcoming deadlines and meetings were communicated to the committee members.

8. Closing Remarks (5 minutes)

- Chair John Acosta summarized the salient points from the meeting.
- Gratitude was expressed for the active participation and contributions of all attendees.
- The date and time for the next Instruction Committee meeting were established.

Adjournment: 05:00 PM

Note: This meeting was open to all members of the college community who have a vested interest in instructional matters. The committee appreciates the participation and input of all attendees and looks forward to a constructive dialogue on future initiatives.

Prepared by: Cynthia Olvina, Secretary

Reviewed by: John Acosta, Chair

I trust this serves as an accurate record of the proceedings. Should you have any amendments or comments, please feel free to bring them to the attention of the committee.

Respectfully submitted,

Cynthia Olvina, Secretary of the Instruction Committee

John Acosta, Chair of the Instruction Committee