

Committee on Instruction
September 21, 2020 Meeting Minutes

Present: John Acosta, Loretta Brancaccio-Taras, Annie DelPrincipe, and Rick Repetti

Meeting began at 11:37

1. Approval Minutes of 6/9/2020 meeting

Minutes approved 4-0-0

Attendees of the meeting reviewed the remaining four agenda items [(2). observations; (3) action plans from last meeting; (4) Issues from the last meeting: Do we wish to work further on any of these; & (5) new business about TBA on the schedule of classes] and decided:

- Items 3 and 4 would be addressed at a meeting when more members are present.
- Item 5 does not require a CC resolution and can be resolved by Academic Scheduling, Department Chairs and the Provost.

The remaining portion of the meeting focused on Peer Observation of Teaching. Since the Peer Observation form involves a larger discussion with more committee members, it was decided that an immediate item, Pre-Observation agreement, could be developed and a resolution would be written. This specific part of the observation process would then be presented to the Steering Committee and brought to the CC floor in October. The committee members worked on a draft [Pre Observation Agreement form](#). Once this form is approved, it will be converted into a fillable PDF. The items that were determined to be important to include in the form were the various options for the observation:

- Observer will be added as a student/guest for a limited time.
- Observer can be guided through the lesson by the observee is one option. Another option is the observer is allowed access to a particular lesson. Observee will specify the relevant, necessary items that will be viewed by the observer. Post observation may be used as a way to address particular issues that were not made visible to the observer.
- Synchronous observations will specify length of observation

Rick will write a resolution to accompany the Pre-Observation agreement form and send it to the IC members before Thursday's steering committee so we can vote on this item.

Meeting ended at 12:30pm

Prepared by: Loretta Brancaccio-Taras, IC secretary