

Agenda for Instruction Committee Meeting

Date: 10/03/2023

Time: 04:00 PM

Location: E-332

Open to the College Community

1. Welcome and Introductions (5 minutes)
 - Welcome new members to the Instruction Committee.
 - Brief self-introductions from all attendees.
2. Review of Previous Committee Work (15 minutes)
 - Discussion and review of the progress made on the "Student Equity Syllabus Survey."
 - Presentation of recommendations from the previous committee's work.
 - Questions and clarifications on the survey project.
 - Feedback on the previous committee's recommendations.
3. Importance of the Student Equity Syllabus Survey for Equity by Design (10 minutes)
 - Discuss the significance of the "Student Equity Syllabus Survey" in promoting Equity by Design in our college.
 - Highlight how the survey results can inform curriculum development, foster inclusive teaching practices, and address disparities in education.
 - Share examples of how other institutions have used similar surveys to enhance Equity by Design efforts.
4. Next Steps for the Syllabus Survey Project (10 minutes)
 - Discussion of the proposed next steps for the "Student Equity Syllabus Survey" project.
 - Assigning responsibilities for further research and action items.
 - Setting deadlines for project.
 - Emphasize the need to collaborate with department Chairs for their input.
5. Feedback from Department Chairs (10 minutes)
 - Discuss the plan to solicit feedback from department Chairs regarding the survey.
 - Explain the importance of involving department Chairs in shaping the survey to ensure its relevance and effectiveness.
 - Remind committee members that this is a collaborative process and that outreach to department Chairs will be done by the Dean of Faculty.
6. Open Floor for New Business (10 minutes)
 - Members of the college community are invited to bring forward new ideas, concerns, or initiatives related to instructional matters.
 - Discussion and consideration of new business items.
 - Suggestions for potential agenda items for future meetings.

7. Announcements and Reminders (5 minutes)

- Any important announcements related to the Instruction Committee or instructional matters.
- Reminders about upcoming deadlines and meetings.

8. Closing Remarks (5 minutes)

- Summarize key takeaways from the meeting.
- Thank all attendees for their participation.
- Set the date and time for the next Instruction Committee meeting.

Adjournment: 05:00 PM

Please note that this meeting is open to all members of the college community who are interested in instructional matters. Your participation and input are highly valued, and we look forward to a productive discussion on the "Student Equity Syllabus Survey" and its role in advancing Equity by Design at our college. The survey will be sent to department Chairs for feedback before it is distributed to the wider college community to ensure its effectiveness and relevance.