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To: Members of the College Council and College Community  
From: Instructional Committee  
Subject: Meeting Notes for Instructional Committee Meeting on 10/30/24 at 11:30 AM

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The Instructional Committee met on Wednesday 10/30/24 at 11:30 AM in Room M-355-7.

Open to the College Community

The following were in attendance:

- Cynthia Olvina (member)
- Mary Shannon (member)
- Dorina Tila (member)
- Michael Weisenfeld (member)
- Jeffrey Delgado (Guest, Chair of Students Committee, Library)
- Marina Ouedraogo (Guest, Academic Advisor Business)

Instructional Committee Chair, Dorina Tila, called the meeting to order at 11:35 AM

## I. Introduction

- A. Chair Dorina Tila initiated the meeting.
- B. Each member, including guests, provided a brief self-introduction, including their roles and responsibilities within the college community.

## II. Discussion on Regular and Substantive Interaction (RSI)

- A. A short review of previous committee was discussed, in particular on the Regular and Substantive Interaction (RSI) Policy in Online and Distance Learning approved by the College Council on 5/28/2024 ([page 5](#)).
- B. The attendees discussed the understanding of RSI, as a need to comply with regulation as well as a way of improving students learning experience. The members voted unanimously to create a working group to investigate the ways that the RSI Policy can be implemented. Possibilities to do this included, but not limited to the following:
  - review and revise the Peer Observation Form to be in alignment with Regular and Substantive Interaction (RSI) Policy
  - design a checklist that faculty can self-submit each semester

- work with KCeL and other groups to train and inform faculty on effective ways to turn an interaction with the student into a regular and substantive one
- possible surveys for students or faculty to track this

C. Members who volunteered in the working group are:

- Cynthia Olvina (member)
- Mary Shannon (member)
- Dorina Tila (member)
- Michael Weisenfeld (member)

### III. New Business

A. The floor was open to any new topics, proposals, events announcements, etc. No pressing announcements were made.

B. The next meeting was scheduled for Monday, November 18, 2024, at 11:30AM in room M355-7

### IV. Closing remarks

A. Chair Dorina Tila summarized the relevant points from the meeting.

B. Gratitude was expressed for the participation of the attendees.

C. The next meeting was scheduled for Monday, November 18, 2024, at 11:30AM in M355-7

### V. Adjournment

A. Adjournment at 12:30PM

Minutes prepared by Dorina Tila

Minutes approved by Cynthia Olvina