
To: Members of the College Council and College Community
From: Instructional Committee
Subject: Meeting Notes for Instructional Committee Meeting on 03/31/25 at 11:00 AM

The Instructional Committee met on Monday 03/31/25 at 11:00 AM in Room M-355-7. The following were in attendance:

- Juan Carlos Franquiz (member)
- Cynthia Olvina (member)
- Mary Shannon (member)
- Aziza Aminjonova (member/ student)
- Dorina Tila (member)

Instructional Committee Chair, Dorina Tila, called the meeting to order at 11:10 AM

I. Voted Yes for edits on the Peer Observation Form.

- A. To implement the RSI KCC Policy (Section "Oversight and Evaluation"), the Working Group presented its suggestions at the meeting of November 18th, 2024. The following edits were voted unanimously by all participants to pass. Section "Description of the Process," paragraph 2 of the [KCC Observation Form](#).

“Observation of the lesson: The observer will complete the Peer Observation of Teaching report. The purpose of the report is to serve as a tool to evaluate instruction in a way that is as equitable as possible for all disciplines, styles, and modes of instruction (in-person, hybrid, and online) and to create a standardized reporting format and comply with Regular Substantive Interactions (RSI) minimum requirements. The observer rates the instructor’s performance based on each criterion and provides written comments to assist colleagues to identify specific strengths or opportunities for instructional improvement.”

II. Voted NO to follow a Required Syllabus Template

- A. Currently, Kingsborough has no requirements on syllabus, but only suggestions ([Faculty Guide 2024-2025](#), page 17-21). The discussion of the meeting on November 18th, 2024, continued March 31, 2025. The discussion continued on reviewing the plethora of sample syllabi provided by various KCC departments as discussed in prior [meeting](#). After discussing and reviewing KCC syllabi samples and other school’s policies on this matter, they decided to put this into a vote.
- B. The participants voted unanimously NO to the question of implementing a required template of the syllabus. There are no changes made to the voluntary sample syllabus currently shown in the Faculty Guide.

III. Discussion

- A. The RSI working group presented the RSI Checklist using [SUNY's OSCQR](#) and RSI resources. It was agreed that this must not be used for faculty observation or evaluation purposes because of the Union. However, it may be used for self-assessment, faculty development, course reviews, and training and planning.

IV. New Business

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

V. Closing remarks

- A. Chair Dorina Tila summarized the relevant points from the meeting.
- B. The following are expected for the next meeting.
 - Further work will be needed on this draft after sharing it with the college community.
- C. Gratitude was expressed for the participation of the attendees.

Adjournment at 11:45 AM

Minutes prepared and approved by Dorina Tila & Juan Carlos Franquiz