

Minutes of the Instruction Committee
College Council
Kingsborough Community College of the City University of New York
Thursday, 13 November 2025
3:00 p.m., Room E332

Present: Professors John Acosta (Chair), Catherine Wilson-Mooney, Juan Franquiz (Secretary), Azure Faucette, Roberto Mariani, Matthew Gartner and Ms. Fotima Makhmudova and Ms. Arielle Francis (Student Representatives)

Absent: Professor Michael Weisenfeld

1. The meeting was called to order at 3:07 P.m. by the Chair, Professor John Acosta.
2. Quorum was achieved and the minutes of the last meeting (16 October) were approved.
3. SmartEvals report was received and reviewed by the committee. SmartEvals were approved with unanimous decision. Professor Azure Faucette brought up the question of having two separate evaluations for Biology Course. The evaluations would be for lecture and lab session separately. Professor John Acosta said he will contact the Biology Department Chair.
4. Old Business: Peer Observation form (reviewing RSI checklist)
 - KCEL— RSI sessions: Will be offering a semester course that will be required for all Instructors teaching asynchronous courses.
 - Peer observation form is complete for use on the website.
 - Grading schema and numeric equivalencies will be held over for a later meeting.
 - AI use guidelines – A discussion was held on information gathered regarding plans to update the Kingsborough Academic Integrity Policy to align with the revised CUNY – wide policy, including language on AI usage.
 - Faculty Handbook – 2024/2025 Faculty Handbook is available on the website at this time.
5. New Business: Action Items
 - No new business.
6. The meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Juan Franquiz
Secretary