Instruction Committee — Meeting Agenda

Date: Thursday, October 16, 2025
Location: E332

1) Call to Order

- Chair: Professor John Acosta

2) Roll Call & Quorum Check

- Confirm members present and note quorum status.

Instruction Committee — 2025–2026 Membership

Chair:

- Professor John Acosta, Communications and Performing Arts

Interim Secretary:

- Professor Enid Stubin, English

Members:

- Professor Juan Franquiz, Health, Physical Education & Recreation
- Professor Michael Weisenfeld, Kingsborough Learning Center (KLC)
- Professor Catherine Wilson-Mooney, Nursing
- Professor Roberto Mariani, Biological Sciences
- Professor Azure Faucette, Biological Sciences

Student Representative:

- Fotima Makhmudova

3) Approval of Agenda

- Motion to adopt agenda as presented (or with amendments).

4) Election of Secretary

- Nominations from the floor
- Candidate statements

- Vote and confirmation
- Transition notes for minute-keeping and record management

5) SmartEvals and RSI Alignment

- The committee has not yet received the **SmartEvals Report**.
- Chair Acosta attended the SmartEvals Committee meeting in Spring 2025, where revisions to the SmartEvals instrument were discussed.
- In the Chair's opinion, the proposed revisions **do align with the requirements for the Student Feedback component in the Federal RSI regulation**.
- Discussion will focus on anticipated implications for faculty, communication strategies, and how Instruction Committee may support or provide recommendations once the official report is shared with us.

6) Old Business & Follow-Ups

- **Peer Observation Form**
  - The March 2025 revision to the Peer Observation Form to align with RSI was confirmed.
  - Chair is following up to locate the finalized version and clarify how it should be handled to create a fillable version for campus distribution.
- **Optional RSI Checklist**
  - Passed unanimously by the Instruction Committee on May 27, 2025.
  - Determine whether additional steps are needed to distribute this resource to faculty.
- **KCeL RSI Sessions**
  - Confirmed as ongoing. Consider sharing a "quick start" resource for faculty.
- **Grading Schemes & Numeric Equivalencies**
  - Open discussion on the feasibility of creating a shared explanation or guidance document on grading schemes and numeric equivalencies.
  - Consider whether a standardized approach is attainable given the **variability and nuances in syllabi grading practices across the college**.
  - Determine next steps, if any, for developing guidance or recommendations.
- **AI Use Guidelines**
  - New faculty have received the **2024–2025 Faculty Handbook**.
  - Chair will inquire who is responsible for updating the **2025–2026 Faculty Handbook** and whether **aligning AI language with the revised CUNY Academic Integrity Policy** is currently being explored or developed.
  - Committee may consider recommending or supporting language updates once this process is clarified.

7) New Business

- Instruction Committee priorities and timeline for 2025–2026.
- Establish meeting cadence for Fall/Winter and identify standing deadlines.

8) Action Items & Assignments

- Identify leads, deliverables, and follow-up actions (e.g., distribution confirmations, draft memos, SmartEvals–RSI guidance).

9) Announcements & Adjournment

Suggested Pre-Reads / Attachments

- Peer Observation Form (final)
- Optional RSI Checklist (IC 5/27/25)
- SmartEvals–RSI discussion notes (Spring 2025)
- Baruch AI Policy exemplar (for reference)