

Instruction Committee – Meeting Minutes

Date: Thursday, September 18, 2025

Time: 3:00 PM

Location: E332

I. Attendance

Members Present:

- Professor John Acosta (Chair)
- Professor Michael Weisenfeld
- Professor Catherine Wilson-Mooney
- Professor Roberto Mariani

Members Absent:

- Professor Juan Franquiz
- Professor Azure Faucette
- Professor Enid Stubin (Interim Secretary)
- Student Representative Fotima Makhmudova

II. Quorum

Quorum was **not achieved** for this meeting. Therefore, no formal votes were taken.

III. Discussion Items

A. Review of 2024–2025 Instruction Committee Work

- **Responsive and Substantive Interactions (RSI):**
The committee reviewed the main tasks accomplished during the previous academic year. RSI remains a central topic for ongoing committee work.
- **Peer Observation Form:**
The modified Peer Observation Form was approved by College Council in **March 2025**.
→ **Action Item:** Confirm that the approved form was sent to the appropriate college contact for campus-wide distribution.
- **RSI Checklist:**
An **optional RSI Checklist** was prepared to assist faculty with self-evaluation and training. It was **passed unanimously by IC on May 27, 2025**.
→ **Action Item:** Confirm whether this checklist requires College Council approval and identify the appropriate office or channel for distribution.
- **KCeL RSI Sessions:**
KCeL RSI sessions are currently taking place at Kingsborough Community College.
✓ This item is confirmed.

B. Grading Schemes and Numeric Equivalencies

- An **explanatory letter** regarding grading schemes and numeric equivalencies was drafted by the Instruction Committee.
→ **Action Item:** Schedule discussion with current IC members to finalize and determine next steps for dissemination.

C. Academic Integrity and AI Guidelines

- The previous committee recommended **integrating guidelines for AI use** into the **Academic Integrity Policy** in the Faculty Handbook and on the college website. This suggestion was modeled after **Baruch College's example** and intended to ensure transparency and clarity for faculty and students.
→ **Action Item:** Revisit this recommendation for further review and formal action in the current academic year.

IV. Next Steps

- Follow up on distribution of the Peer Observation Form and RSI Checklist.
- Schedule formal discussion and potential vote on the grading explanation letter.
- Continue discussion on AI guideline integration into the Academic Integrity Policy.
- Confirm distribution protocols with appropriate college offices.

V. Adjournment

The meeting concluded informally at approximately **3:45 PM**. No official motions or votes were taken due to lack of quorum.
