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

The Instructional Committee will meet on Monday 03/31/25 at 11:00 AM in Room M-355-7.

## AGENDA

I.    Present to vote for edits on the Peer Observation Form.

    A.  To implement the RSI KCC Policy (Section "Oversight and Evaluation"), the Working Group suggested the following edits to the first page of the KCC Observation Form. These suggestions were presented and discussed on the meeting of November 18th, 2024.

    "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 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."

    B.  No other changes are proposed since the Observation Form includes questions that capture RSI.

II.   Present to vote on Required Syllabus Template

    A.  Currently, Kingsborough has no requirements on syllabus, but only suggestions (Faculty Guide 2024-2025, page 17-21). This was discussed on the meeting on November 18th, 2024. After discussing and reviewing this issue, compared to other colleges, the Committee will vote on whether the current or edited voluntary template will be required.

III.  Discussion

    A.  The RSI working group will present the RSI Checklist using **RSI Rubric** as recommended in the RSI KCC Policy.

IV.  New Business

    A.  Open the floor for any new topics, proposals, initiatives.

V.   Events/Announcements

VI.  Adjournment