

**Senate Committee on Instruction and Professional Development**  
**Activity and Accomplishments 2024-25 AY**  
**May 7, 2025**

**Committee Membership:** Joely Baez, Maureen Becker, Zena Cooper, Renny Mathew, Deborah Majerovitz (Chair), Jasmine Marie Narcisse, Barbara Orlowski, Greg Vega, Wu Yang.

**Standard Syllabus Template:**

In conjunction with CETLET, the committee reviewed the existing syllabus template, last revised in 2009 in response to feedback from the Middle States visit. The committee updated the template based upon feedback from students and faculty, the implementation of Pathways in 2013, and ongoing academic assessment at the college. A draft of this revised document is attached. It will be submitted to the College Curriculum Committee, followed by the College Senate, for consideration in Fall, 2025.

**Assessment of the Revised Teaching Observation Form.**

The Teaching Observation Form was revised by this committee and implemented in AY 2023-2024. This year, the committee discussed and agreed upon ways to assess the form, including its reliability and validity of measurement, clarity, ease of use, and value as a tool for professional development. A subcommittee was formed to conduct this analysis, in cooperation with CETLET and the Office of Institutional Effectiveness and Strategic Planning. This work will continue in Fall, 2025, with the full committee reviewing the results and making recommendations for revisions or updates if indicated.

**Future Projects for the Coming Academic Year:**

The committee hopes to work on assessment and possible revision of the Student Evaluation of Teaching Effectiveness, with particular focus on improving response rate.

We also discussed the rapid development of AI, and ways this committee could assess the impact of AI on teaching and learning, its potential use as a constructive tool as well as ways to limit and detect its misuse.