Study Group Minutes

Each week, each study group is responsible for preparing a brief (1-2 page) collaborative paper – a "study group minutes."

"Minutes" must be received by both instructors via email no later than 6 pm on the Wednesday evening before the next Thursday class. Accordingly, your study group should not arrange to meet on Wednesday evenings or before class on Thursdays. However, your weekly study group meeting should not occur before everyone has had a chance to complete the assigned homework for that week. (It is thus best to schedule meetings for Tuesdays or Wednesdays, if possible.)

The minutes will be read and evaluated by the instructor(s) and you will receive written feedback by 8 pm Wednesday evening. A copy of your minutes (with the feedback) will also be forwarded to the study group whose turn it will be to facilitate the next day’s class meeting.

Study group email lists will be created to simplify all this correspondence. We will therefore need your data.

The readers of your contributions will be trying to evaluate and facilitate the ongoing learning process. We do not want a word-by-word transcript of your meeting. Nor will it suffice for us to receive a mere list of who was present and what was discussed. Rather, we expect to receive meaningful "process notes", "summary statements" and "formative evaluations" relating to all aspects of the learning experience. You can help most by reporting (e.g.):

- conclusions about topically relevant issues from the assigned readings/films
- the quality of your meeting, of your discussions and conclusions
- your discussions and conclusions about the quality of the learning process, the classroom or group discussions, the role and performance of the instructional subsystem (What is good about the class? What is bad – boring, wrong, confusing, etc.?)

You should also include:

- a brief summary statement from each member, regarding the form, content and quality of his/her own 9.70-related activities since the previous class session.
- concise answers to questions posed in the Syllabus
- any organizational, procedural or substantive issues, questions or criticisms that group members feel strongly about – pertaining to the subject matter, or the study group and/or class meetings.

In sum, weekly minutes will be most useful to the facilitation process (see next section), if they provide theoretically and practically relevant feedback regarding the organization and development of the class and its subsystems.