**BCC Committee on Instruction and Professional Development**

**Minutes of September 8, 2020**

**3:30 pm, Zoom**

**Chair: Rebeca Araya, Vice-Chair: Joël Magloire, Secretary: Elise Langan, Assistant Secretary: John Ziegler**

**Present: Rebeca Araya, Sunej Hans, Yunchun Hu, Howard Irby, Jr., Joël Magloire, Elise Langan, Salvador Salazar, John Ziegler, Kelvin Cooper, Carl Andrews, Raquel Otheguy, Chris Efthimou, Nancy Ritze, Mark Lennerton, Frank Blanchard.**

**Total Membership: 17 (quorum= 12)**

Agenda

1. Call to order (2 minutes)
2. Approval of the Minutes (5 minutes)
3. 2020 Student Evaluation of Faculty Survey (C. Efthimiou/N. Ritze)
4. CTLT/IT Status Update (M. Lennerton)
5. COVID 19 BCC-CUNY Updates
6. Department Announcements (5 minutes)
7. New Business

 Next meeting on Tuesday October 13th, 2020

 Location: **Zoom**

* **Actions**
1. Meeting was called to order at 3:30 pm.
2. Approval of May minutes was postponed until October 13, 2020.
3. E. Langan proposed that because the meeting started late that perhaps it could be extended on October 13, 2020.
4. N. Ritze & C. Efthimou discussed the 2018 CIPD reconfiguration of Faculty Evaluation questions. They are proposing new questions for fall online dissemination. C. Efthimou said it will be a pilot since CUNY does not have the infrastructure to put it online.
5. N. Ritze said it would be good to disseminate it on a wide scale.
6. E. Langan asked if faculty evals will count toward P & T.
7. N. Ritze said under “normal circumstances” evals are administered every semester and that she doesn’t know if only doing them once a year is fairer.
8. R. Otheguy expressed concerns that it is unfair to ask students to do an online survey since there is a disparity across campus between which students can attend synchronous and asynchronous courses. She also wonders if the questions need to be changed for online format and recommended that this be addressed by the College P & T Committee.
9. N. Ritze stated that the online evals should not be used for P & T but that distribution would be a good way to see how “robust” the instrument is. N. Ritze said she would like to assess whether or not the online evals address the “Seven Principles for Online Learning.”
10. R. Otheguy asked whether or not P & T can demand the results.
11. E. Langan mentioned that online faculty evals always have a lower response rate; C. Efthimou concurred.
12. R. Otheguy wondered whether offline questions will work effectively for online and if it will be reliable.
13. N. Ritze said since the College is online it is reasonable to add questions about online learning. She recommends that it be done as a pilot to evaluate faculty (teaching online) and online platforms.
14. J. Magloire wondered how this would work for different classes since his Dept. (Communications) is using synchronous, asynchronous, and hybrid sections.
15. N. Ritze said students are well aware that technology is failing both faculty and students and that it’s clear which faculty are reaching out to their students. The instrument could be informative for the college but it should be voluntary for faculty and they need assurance that results cannot be used punitively.
16. R. Otheguy said it could be a good instrument for how BCC is collectively doing online and answering whether or not we are doing justice to online teaching?
17. C. Andrews mentioned that faculty (and students) need access to online resources, e.g. online textbooks.
18. R. Araya asked what CIPD’s next action is?
19. S. Salazar said questions need to be more specific for online environment. He asked what “class participation” means in an online environment since students are learning how to receive information online.
20. N. Ritze asked if questions need to be tweaked before C. Efthimiou meets with IT. C. Efthimiou would like to have an instrument before mid-October.
21. R. Araya proposed that the Committee vote on whether or not to do the evals as a pilot in the fall and was seconded. The motion carried and was unanimously approved.
22. N. Ritze said the eval can be used for two purposes: 1. For online improvement 2. Although results would be anonymous, volunteer faculty would have access to them.
23. K. Cooper said the main point of the questionnaire should be to improve online learning and agency for students. It should tell us how we can adjust our teaching to help students.
24. R. Otheguy suggested doing a wide dissemination so there is a larger sample size.
25. N. Ritze said we can look at data by department and that it might be a good idea for a couple of CIPD members to work with herself and C. Efthimiou.
26. R. Araya asked for volunteers.
27. S. Salazar, Yunchun Hu &R. Otheguy volunteered.
28. J. Magloire put forth a motion to accept a modified version of the instrument. It was seconded and the motion carried.
29. C. Efthimiou said that faculty should be informed about the instrument and told that participation is voluntary. He says it will be beneficial to see the online results.
30. N. Ritze said this could be an interesting research project if anyone is interested in writing a paper.
31. M. Lennerton presented a flow chart of how BCC online courses are organized and supported. He said CTLC was able to train 60% of faculty over the summer.
32. J. Magloire thanked CTLC for its help.
33. M. Lennerton mentioned the wide disparity between faculty with and without online experience. He said it has essentially created a hierarchy for online learning. He mentioned there will be fewer people in the CTLC so he, Delwar Sayeed & Albert Robinson are concerned about being overwhelmed.
34. K. Cooper asked how tutoring services are working this semester.
35. S. Salazar said Zoom is an enormous improvement over Blackboard Collaborate.
36. R. Araya said CIPD does not have any student reps this semester.
37. R. Araya asked if E. Langan’s idea of extending the meeting on October 13, 2020 would be acceptable.
38. E. Langan agreed stipulating that it adjourn by 5:15 PM on October 13, 2020.
39. Meeting was adjourned by voice vote at 5:10 pm.

Respectfully submitted,

Elise Langan, Ph.D.