**BCC Committee on Instruction and Professional Development**

**Minutes of October 5, 2021**

# 3:00 pm, Zoom

Chair: Vivian L. Rodriguez + Vice-Chair: John Ziegler, Secretary: Jacqueline Jimenez Polanco + Vice-Secretary: Elise Langan

# Present: Charmaine Aleong, Carl Andrews, Rebeca Araya, Frank Blanchard, Raffaella Diotti, Elise Langan, Joël Magloire, Mara Lazda, Shelley Liu, Ellen Mareneck, Vicente

**Montero, Jacqueline Jimenez Polanco, Vivian Rodriguez, Manish Sharma, Julio Garay, Howard Irby, Kevin Martillo Viner, John Ziegler, Suzi Zybert, Mark Lennerton (guest), Nancy Ritze (guest), Chris Efthimiou (guest).**

Total membership: 19 (Quorum: 22)

**AGENDA**

October 5, 2021 (3 to 5 pm)

I. Call to order

1. Approval of the Minutes
2. Introduction of new members
3. Discussion of Fall 2021 Student Survey (N. Ritze)
4. Update on 2021-2022 Faculty and Staff Survey (N. Ritze)
5. Sub-committees list (update)
6. Open Discussion (Faculty Day Ideas and date selection)
7. Department Announcements
8. New Business

Next CIPD meeting: Tuesday, November 2, 2021, from 3 to 5pm on Zoom

**Actions**

1. Meeting was called to order at 3:04pm.
2. The minutes for September 14, 2021, were approved with corrections unanimously by those who were present and there were two abstentions by members who were not present.
3. New members were introduced, including the following: Manish Sharma and Julio Garay.
4. Dean Ritze stated that they’ve gotten positive results on the survey of student’s evaluation of instruction that was administered in March 2021. She invited questions and revisions. She will send the comments via email to the CIPD members. Dr. J. Garay indicated there is a missing part in the survey regarding the student’s accountability making the evaluation fairer for instructors. Particularly the choice of language pertaining to the students’ perceptions about faculty. N. Ritze asked whether CIPD could produce a statement, where we discuss how this instrument could strengthen teaching across the campus. V. Rodriguez added that this is a great idea because some professors don’t know how to utilize this instrument. Chris Efthimiou indicated that the survey will continue to be online and that the students will use their BCC email address and password. The students will have to log in into the survey, they will not be driven automatically to the survey. V. Rodriguez asked about the percentage of students that responded to the previous survey. C. Efthimiou indicated that the responses were below 20% compared to over 50% on paper-printed survey. He explained that the faculty needs to play a more important role in publicizing the survey and encourage students to take the survey. N. Ritze added that there were some faculty members who received good results from the survey, and it would be useful to get some faculty testimonies about their results.

C. Efthimiou said that we could improve the survey, including its size and the faculty access to the results. E. Langan asked whether decisions were made about the use of the survey for P&B purposes in the future since the first one was not used. N. Ritze said that it was suspended last year because of the pandemic, but the process was resumed in Fall 2021. R. Araya said that she didn’t recall using the term “resume” the survey post-pandemic. V. Rodriguez suggested taking the topic to the departments and bringing their opinions, particularly considering the changes from online to hybrid and in-person classes. C. Efthimiou said it needs to know whether the campus will go ahead with the survey for every course section as it was done with the paper-printed survey. N. Ritze said that she agreed with applying it and seeing how it works to then decide whether it could be used for P&B purposes. V. Rodriguez asked C. Efthimiou, how would faculty access the results of the survey. C.Efthimiou indicated that the idea is to have the faculty see their own results. They will have the ability to see and use the results online through a link through the Sequel Server Reporting Services (SSRS) Microsoft database system, like OSSES, that is easy to use. V. Rodriguez suggested CIPD members ask colleagues in their departments what are their thoughts on utilizing the student survey for P&B purposes this Fall semester.

 M.Lazda said she is concerned about the issue of vaccine verification and how this could affect the student’s response to the survey. S. Liu said she is concerned with the low attendance to in-person classes and that this should be considered for student evaluations of their instructors. E. Langan and J. Magloire also added that some students were not given what they had signed for, so they are not happy with changing asynchronous for synchronous and vice versa. M. Lazda suggested using a collaborative link (i.e. Google docs) to make a list of issues that might affect the use of the survey this Fall semester following V. Rodriguez’s idea. M. Sharma expressed his concerns about assigning a class to two different classrooms. October 19th will be the deadline for the list. Also, concerns about the low response were discussed.

1. The Sub-committees list was screened, and new members were suggested to join it.
2. Faculty Day was discussed. M. Lennerton asked whether the faculty day will be fully online or also in person. R. Ayala expressed that the online faculty day was successful last semester, there were over a hundred registered online. We need to discuss the modality this semester. V. Rodriguez stated that there might be people hesitant to come to the campus. Ziegler said that the online platform is the safest way to do it. M. Lazda said that we need to investigate how it would work better. R. Ayala said that infrastructure, such as the space/technology, needs to be taken into consideration. J. Magloire said that if we want to invite a keynote speaker, the CIPD would have to pay honorarium. JJ Polanco and R. Ayala said that if the keynote speaker were from CUNY, we would not have to pay honorarium. S. Zybert asked about food and suggested breakfast outdoors, which could be affected by the weather (V. Rodriguez). M. Lennerton said that at the leadership council meeting they discussed focusing on the theme for the Winter Conference on what makes community colleges extraordinary. C. Andrews suggested that the faculty conference could cover student centeredness issues, such as examining the ways students learn and the pedagogies used to achieve this purpose, and how the online classrooms should be considering that community colleges faculty do a great job supporting the students. C. Aleong said that we could emphasize the importance of community colleges in high school students and how to create connection culture online. S. Zybert said that to get connection she provided face-to-face oral exams. V. Montero indicated that he uses group work to develop community. F. Blanchard mentioned the importance of student perception. M. Lazda suggested that we don’t wait until November to take a decision about the themes and modalities proposed. V. Rodriguez said that she will include a list for suggestions in Google docs and suggested to bring this to our departments for ideas.
3. Department announcements. J. Ziegler informed about an English Department’s book presentation via Zoom. C. Andrews talked about the digitalization of the Hall of Fame in the Library

(https://bccarchives.commons.gc.cuny.edu/2021/09/23/hall-of-fame-digital/). M. Lazda informed about the 10th anniversary of “Thesis, The Creative Writing Club”, Thursday, October 14, 2021, at 12:301:45pm and troubles faced to access the CUNY link for grants and awards.

1. New Business. J. Magloire said there is nobody in the Professional Development Subcommittee. V. Rodriguez informed she will update the Sub-committees list. R. Araya suggested to share the CIPD discussions in the departments.

 Respectfully submitted,

Jacqueline Jimenez Polanco