

BCC Committee on Instruction and Professional Development**Minutes of March 14, 2023****3:00 pm, Loew Hall 200****Chair: Vivian L. Rodriguez + Vice-Chair: John Ziegler + Secretary: Jacqueline Jimenez Polanco + Vice-Secretary: Elise Langan****Present: Katherine Acevedo-Coppa, Carl Andrews, Rebeca Araya, Julio Garay, Elise Langan, Shelley Liu, Joël Magloire, Ellen Mareneck, Raquel Otheguy, Vivian Rodriguez, Adam Shale, Kevin Martillo Viner, John Ziegler, Suzi Zybert, Chris Efthimiou (guest)****Total Membership: 20 (quorum= 11)****Agenda**

1. Call to order (2 minutes)
2. Approval of the Minutes (5 minutes)
3. Student Evaluation Survey/ Annual Faculty and Staff Survey
4. Faculty Day 2023
5. CTLT meeting
6. Department Announcements
7. New Business

Next CIPD Meeting Date is: April 4, 2023

Actions

1. Meeting was called to order at 3:02 pm.
2. The minutes of the February 2023 meeting were approved with 1 abstention (R. Araya).
3. C. Efthimiou announced that he will send out the first invite for the Student Evaluation of Instruction (SEI) the week of April 17th, with reminders to follow for at least 4 or 5 weeks. He reported that the idea for administering an adjunct survey to complement the COACHE survey has been discussed in Academic Affairs. This was done the last time that the COACHE was administered. HE reported that there has also been discussion of skipping this year's Annual Faculty and Staff Survey because of COACHE. Discussion ensued among C. Efthimiou and the committee members about whether it makes sense to skip the Annual Survey this year. Most members spoke in favor of giving the survey because of ongoing changes at BCC and because it might be useful for the incoming president and VP of Finance to have the information that it would provide. C. Efthimiou said that he will send copies of the adjunct and faculty and staff surveys to the committee. He added that some of the student-related items may benefit from revisions, though he is not sure if that can happen this spring. He will ask CIPD to make an official statement on whether to administer one or both of these surveys. He noted that COACHE finishes on April 7th and asked committee members to remind their departments to complete COACHE, which is currently at a 25.1% completion rate. The rate in 2019 was 58%, and it was about 27% on the last adjunct survey. K. Acevedo-Coppa asked any full-timers who have not received a COACHE invite to email Dean Montenegro and cc her. R. Otheguy asked about putting the SEI link in Blackboard; C. Efthimiou responded that faculty can post a link to the login page.
4. V. Rodriguez confirmed that we will have \$1000 for the Faculty Day keynote's honorarium, \$500 coming from each of two sources. V. Rodriguez will be working with M. Lennerton to use the

Winter Conference as a model for Faculty Day. Provisions for food were briefly discussed, with J. Ziegler reporting that the Winter Conference ultimately did not use vouchers because of questions about the cafeteria's capacity to handle the necessary volume of customers; catering upstairs in RBSC was used instead. V. Rodriguez said that she will find out how much budget there will be for food. The need to have an estimate of on-campus attendees was discussed, and J. Ziegler said that he will start getting the Faculty Day ePortfolio set up as soon as possible so that a non-presenter registration form can be posted. The committee discussed and recommended including Dr. James Webb's play as part of the program. The committee also discussed sending reminders to apply to their individual departments. J. Ziegler said that he will send a CFP flyer that committee members can forward to their respective departments. There was discussion of whether P&Bs giving more weight to presenting at BCC events could encourage more participation. K. Acevedo-Coppa said that the College P&B only looks poorly on such presentations if they are the only conference activity for a candidate. V. Rodriguez said that a previous chair of her department actively discouraged her from presenting at BCC events. Advertising for Faculty Day was discussed next, and the the Marketing Subcommittee agreed to work on distributing a flyer in concert with Marketing. J. Ziegler noted the need to track in-person attendance as part of the paperwork for the honorarium, suggesting a return to the end-of-session paper surveys that had previously been used, but K. Acevedo-Coppa raised the superior option of a QR code. She also said to contact Bibi Yusuf-Moore in the President's Office for part of the honorarium. R. Otheguy will work on figuring out who to contact in the Business Office regarding the other half, since the person with whom we primarily worked last year is no longer at BCC.

5. J. Ziegler reported that the most recent CTLT Leadership meeting focused on 1) a discussion of the migration away from Blackboard to a new LMS, which will take place in three waves over the next two years or so, and 2) the coming budget cuts. In response to a question from R. Araya, he said that Dean Montenegro was confident that there will continue to be money for professional development for online teaching and mentorship. R. Otheguy brought up the issue of compensation for the coordinator of the Black and Latino Studies Program. J. Ziegler mentioned that the English Department, under the supervision of Dr. David Puglia, had initiated an Online AA Working Group to work on best practices in pedagogy and assessment for the asynchronous fully online degree programs scheduled to begin this fall. He was not sure if other departments are doing the same.
6. C. Andrews reminded everyone of the extended deadline for the Bronx Edtech Showcase, to occur on Friday, May 5th, 2023 and themed around "Creating Equitable Blended Learning Experiences." The event "welcome[s] presentations from all academic disciplines, as well as from administrative and student support areas. Whether you consider yourself a proficient specialist, a 'work-in-progress', a novice or first-time adopter, we look forward to hearing from you." The proposal submission deadline has been extended to Sunday, March 12th, 2023. [SUBMIT YOUR PROPOSAL](#). C. Andrews also reminded everyone of the availability of tutoring support in the library (see Appendix 1 below). C. Andrews announced a Bronx Community College Open House, to be held throughout campus on April 20, 2023 from 9:00 a.m. to 2:00 p.m. (see Appendix 2 below for the full details).
7. There was no new business.

Meeting adjourned at 4:46 pm.

Respectfully submitted,



John Ziegler

Appendix 1:

The Bronx Community College Library in
collaboration with the Writing Center

present

WRITING SUPPORT IN THE LIBRARY



Have a writing assignment?
Need assistance formulating a
thesis or developing your
arguments?

*Good
news!*

Writing support will be
available in the Library
beginning March 6, 2023.

Every Monday

Time: 4pm-6pm
Room: NL 224

Appendix 2:

Dear Department head:

Your department is cordially invited to participate in Bronx Community College's OPEN HOUSE held throughout campus on April 20, 2023 from 9:00 a.m. to 2:00 p.m. The rain date is scheduled for Saturday, April 22, 2023.

The college is dedicated to organizing and promoting enrollment and retention of its student body. The college is committed to making high school and first year college students more familiar with the education, career opportunities and resources offered by Bronx Community College and its various departments. The BCC Open House committee is charged with working with the college departments to solicit your participation and showcase your departments' activity during the Open House. Together, we can overcome enrollment deficits and restore our campus to the bustling, vibrant community it deserves to be. Every department matters as this event is a campus-wide initiative.

In the upcoming days you will receive emails and meet with the BCC Open House committee on various platforms. We ask that you engage with us and invite us to meet with your department to discuss how your team could be showcased during the event. This event will require full participation from all campus constituents. To make this event successful please allow us to introduce the committee's contacts along with their roles and responsibilities. Please feel free to reach out to any member of the committee.

- **Academic departments coordinator (Susana Rivera)** - coordinates with all academic departments to spread the word about the event and solicit them to participate in the tours. Departments should provide the coordinator with a map to show the entry and exit of the students for the tour.
- **Tour coordinator (Austin Rivera)** - coordinator of campus tours and routes, recruits and coordinates with tour guides.
- **Student club and activities coordinator (Donovan Griffin & Nicole Benjamin)** - coordinates with all student clubs and teams to participate in the event and hold activities throughout the event.
- **Logistics coordinator (Eugene Adams & Diane Price Banks)** - responsible for ensuring the event runs smoothly from a logistical standpoint.
- **Fun coordinator (Nicole Benjamin)** - coordinates with all groups to ensure fun is involved in every aspect of the event.
- **Non-academic Department coordinator (Diane Price Banks)** - coordinates with the non-academic departments i.e., financial aid, advisement, registrar, admissions, etc to ensure their awareness and participation.

Event Logistics

- 9 am - 9:30 am: 500+ High school students, transfers and first year students (non-majors) arrive and seated in GML for the opening ceremony.

- 9:30 am - 10:00 am: Opening ceremony with keynote speakers welcoming and introducing students to the college.
- 10:00 am - 1:00 pm: Tours and activities on the quad, Ohio field and Gym.
 - 4 destination tours
 - § The Arts and Music tour
 - § The humanities tour
 - § The STEM tour
 - § The Health careers tour

 - All tours will include a route to Colston hall lower level where we anticipate all non-academic departments will be housed i.e., financial aid, CUNY START, Advisement, etc.
 - Academic departments that do not want a tour through their department spaces may host a table in Colston hall lower level.
 - Tours will leave the quad every 30 - 40 minutes. Ideally and time permitting students may participate in more than 1 tour.
 - Academic departments can showcase their programs, projects, equipment, experiments, etc as students move along the tours within their departments.
 - Activities on the quad may include a student club fair, STEM fair displaying student research posters and a cultural celebration.
- 12:00pm - 1:00pm: Lunch (Grab bag or boxed)
- 1:00pm - 1:30pm: High school students depart campus
- 2:00pm: Event shut down

We look forward to having your department showcased during the BCC open House.

Sincerely,

The BCC OPEN HOUSE committee
Bronx Community College
2155 University Ave
Bronx, NY 10453
(p) 718-289-5536
(f) 718-289-6072