**BCC Committee on Instruction and Professional Development**

**Minutes of September 12, 2023**

**3:00 pm, Loew Hall 200**

**Chair: Vivian L. Rodriguez ✢ Vice-Chair: John Ziegler ✢ Secretary: Raquel Otheguy**

**Present: Katherine Acevedo-Coppa, Michael Hodges, Carl Andrews, Julio Garay, Howard Irby, Michael Kahn, Elise Langan, Shelley Liu, Joёl Magloire, Ellen Mareneck, Raquel Otheguy, George Patchoros, Vivian Rodriguez, John Ziegler, Suzi Zybert, Chris Efthimiou (guest), Ray Galinski (guest),**

**Total Membership: 20 (quorum= 11)**

**Agenda**

1. Call to order (2 minutes)

2. Approval of the Minutes (5 minutes)

3. New Member Introductions

4. Faculty and Staff Survey (C. Efthimiou)

5. Election of CIPD Chair, Vice-Chair, and Secretary

6. CTLT meeting

7. Department Announcements

8. New Business

Meeting dates in Fall 2023 are: Tuesday 10/3, 11/7, 12/5, 2/13, 3/5, 4/9, 5/7.

**Actions**

1. Meeting was called to order at 3:05 pm.
2. The minutes of the May 2023 meeting were approved unanimously as amended. C. Efthimiou noted that the SEI response rate indicated in the minutes went up to around 13% and reminded members that anyone who needs cumulative scores for reappointment, promotion, or tenure can contact him.
3. The members of the committee introduced themselves.
4. C. Efthimiou discussed the trend results from the most recent Faculty and Staff Survey. Collegiality, for example, was rated highly, but job satisfaction and communication and collaboration dropped, as did college-wide leadership, which dropped precipitously to 41%. Department leadership, however, was high, although faculty and professional development support were low. The library was also rated highly; but C. Andrews mentioned that foot traffic is still low. Class size and technology were high, but student preparedness and academic preparation were quite low. Duplicating and IT support were high, while advisement process, the website, Communications and Marketing, and purchasing were low, with the latter two showing large drops. V. Rodriguez mentioned student concerns about the cafeteria. K. Acevedo-Coppa replied that the issue has been raised in multiple forums and is on the administration’s radar. C. Efthimiou recommended that everyone read the longer, categorized comment report. The full report also notes consistently low areas, areas with large drops, and more. He also reported a response rate of around 22% (78% full-time, 55% non-tenured). C. Efthimiou also noted that the interactive data dashboard for the survey is available. V. Rodriguez asked C. Efthimiou to send the survey questions about student experience to the committee for evaluation. V. Rodriguez asked members to identify areas by the next meeting to follow up on based on the survey results and will form a subcommittee for this work. C. Efthimiou said that a position paper with recommendations would be a useful product of such work. R. Otheguy suggested looping in the PSC. V. Rodriguez encouraged everyone to also collect feedback from their departments. She noted that a subcommittee will also be formed regarding the LMS transition to Brightspace, for which departmental communication will also be important.
5. V. Rodriguez was nominated for chair of the committee and elected unanimously. J. Ziegler was nominated for vice chair of the committee and elected unanimously. R. Otheguy was nominated for secretary of the committee and elected unanimously.
6. V. Rodriguez and M. Hodges will share the responsibility of attending CTLT Leadership Council meetings and reporting back to CIPD. K. Acevedo-Coppa is a member of the Council and will also be at the meetings.
7. C. Andrews announced that there will be “eSearch for Research” workshops on the library’s research databases on November 2nd, 9th, and 16th, from 3-4 pm in NL 210. There will also be workshops on “The Cryptography of Research Assignments: Helping Your Students Decode Their Research Questions,” intended to help faculty help students understand how to decode and untangle the rudiments of their research assignments and questions by engaging in a set of exercises aimed at helping students better understand how to approach their research questions. The workshops will take place on September 21st, 28th, and 29th, from 12-1 pm in NL 210 and will be conducted by Professor J. Sanabria. M. Khan announced that the library has applied for grants to offer training in OER intended for faculty who haven’t taken such training in the past and for converting classes not taught as ZTC before, preferably to OER. He also reminded members of the importance of indicating ZTC in Akademos and asked for feedback on when and how long the OER trainings should be. He encouraged anyone who wants to work one on one on OER matters to contact him.
8. V. Rodriguez announced that she has contacted the President’s Office about the Presidential Grants and will forward any response once it is received. She explained that the committee’s role in awarding the grants is purely advisory. J. Magloire asked if R. Galinski will hold grant workshops as was done in the past and suggested that this practice should be renewed. V. Rodriguez noted that she may send Brightspace information between meetings and that it will be important for members to pass on any such information.

Meeting adjourned at 4:30 pm.

Respectfully submitted,



John Ziegler