**Bronx Community College**

**Of the City University of New York**

**CIPD Meeting**

**12.03.24**

Present (13): Chair: John Ziegler, Vice Chair: Raquel Otheguy, Vice Secretary: Michael Hodges, Shelly Lui, Joёl Magloire, Michael Kahn, Jacqueline Jiménez Polanco, Shelley Liu, Carl Andrews, Ge Li, Howard Irby Jr., Julio Garay, Katherine Acevedo-Coppa, Suzanne Zybert, Kevin Viner

**AGENDA –**

***December 3, 2024 (3–5 pm in LH 200)***

1. *Call to order and approval of the agenda*
2. *Approval of the minutes (5 minutes)*
3. *Update on Student Evaluation of Instruction Survey (Chris Efthimiou) (15 minutes)*
4. *Request to alter meeting time (would take effect Spring 2024) (20 minutes)*
5. *Faculty Day Update and next steps (25 minutes)*
6. *Department announcements (5 minutes)*
7. *New business*

*Upcoming meeting dates in Fall and Spring 2024: 2/4, 3/4, 4/1, 5/6*

**Actions**

1. Meeting call to order
	1. Motion to approve the agenda- Joel Magloire, 2nd Suzanne Zybert, Voting approved unanimously
2. No Minutes from last month, Motion to approve October minutes with the following changes-
	1. Change Sept date to October, and Howard Irby Jr in attendance list
	2. Department announcements – Arts and Sciences
	3. “Have” change to “Having”
	4. “Joel” to add proper e to his name to read: “Joёl”
	5. Motion – Raquel, 2nd Joёl, and approved unanimously with the changes
3. Chris Efthimiou- Update on Student Evaluation of Instruction Survey
	1. Been sending out weekly reminders, OSSES blasts also coming through to BCC email address
	2. Students need to log in to the survey, using BCC credentials. Bronco ID password
	3. Response rate is not very high, after two invitations: 3.9% response rate
	4. Planning on sending a email to department chairs, to relay to their faculty to encourage students. Survey closes on Dec 14th
	5. Link is on Student Brightspace Homepage, under announcements on right hand side
	6. Possibly QR code piloting
4. Request to alter meeting time (would take effect Spring 2025)
	1. We will keep the 2-hour timeframe
		1. Motion to change time to 2:30pm-4:30pm by John, and 2nd by Joёl
		2. Vote: #10 Yes
		3. Vote: #3 No
5. Faculty Day Update and next steps
	1. Please tell your colleagues at department meeting to share their work
		1. April 25th – 9:30 – 1:00pm (in-person)
	2. Feb 28th is last day to submit proposals
	3. Date will be placed on BCC academic calendar
6. Department Announcements
	1. Joёl – Theater workshop, Dec 5th, semester play, Roscoe Brown HOF, 12pm & 7pm.
		1. Name of the play: Body Positivity in the Age of Ozempic
7. New Business- None
8. Motion to adjourn, John, 2nd Raquel. Voting approved unanimously