

BCC Committee on Instruction and Professional Development

Minutes April 5th, 2021

3:00 pm, Zoom

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

Present: Carl Andrews, Elise Langan, Joël Magloire, Mara Lazda, Jacqueline Jimenez Polanco, Howard Irby, Kevin Martillo Viner, John Ziegler, Chris Efthimiou, Mark Lennerton, Carl Andrews, Suzi Zybert, Rebeca Araya, Manish Sharma, Charmaine Aleong, Ellen Kevin, Doug Blanchard, Shelley Liu, Katherine Acevedo Coppa, Julio Garay.

Excused: Vivian L. Rodriguez

Total membership: 19 (Quorum: 9)

Our last meeting date in Spring 2022 is May 3rd, from 3:00 to 5pm via Zoom.

AGENDA

1. Call to order (2 minutes)
2. Approval of the Minutes (5 minutes)
3. Presidential Grants (update)
4. Change in Keynote speaker / Round table participants for Faculty Day
5. Student Evaluation of Instruction Survey/ Annual Faculty and Staff Survey
6. Presenters and Timeline for Faculty Day
7. CTLT meeting update
8. Department Announcements
9. New Business

1. Meeting was called to order at 3:06pm.
2. The minutes of March 1st, 2022, were approved with corrections unanimously by those who were present.
3. **Presidential Grants**— There is no change at this point. V. Rodriguez is continuing to talk with the administration.
4. **Faculty Day Keynote speaker/Roundtable participants** – J. Ziegler informed that there is a change in the keynote speaker. The president agreed \$1,000 as honorarium. We have a program that we are finalizing and will be available by the end of this week. M. Lazda is contacting Felicia Rose Chavez for keynote speaking. M. Lazda asked CIPD members to encourage colleagues in the departments to participate in the Faculty Day.
5. **Student Evaluation of Instruction Survey/ Annual Faculty and Staff Survey**—C. Efthimiou informed that it will be sent next week to faculty and chairs. The process will be like the one done in the Fall. The students need to log in with their BCC email lower-case and their passwords. K.M. Viner asked about the possibility of having a link that does not require a separate login for the survey at OSSES. C. Efthimiou explained that he can't do it using the available platform. He added that the current way to login to the survey is more secure than creating a login system that does not require using the BCC network password. He will encourage faculty to post links on Black Board and send the invitation to the students via email.
C. Efthimiou informed that JJ Polanco has been helping with the Annual Faculty and Staff Survey. It will be sent out by April 25th.
6. **Presenters and Timeline for Faculty Day**--- The Faculty Day will take place on April 29th, the week after the Spring break. Most of the presenters have confirmed. M. Lazda said that she has received seven proposals from faculty and one from a student. J. Ziegler informed that he will contact the student that sent a proposal. We are expecting participation from the Diversity and Inclusion Committee, and perhaps an awareness workshop by Kelvin Cooper. M. Lennerton informed that the registration link will be available via E-Portfolio once we have finalized the program.
7. **CTLT meeting update**—J. Ziegler informed that the main discussion has been the creation of an instruction and professional development system. The idea is to break down the trainings that we have done on campus into components and levels

(beginners/intermediate) with instructors that will be faculty mentors. This will be good for reappointment and for tracking previous training that could be used with more flexibility for teaching in modalities that the faculty haven't taught in a while. Also, there is going to be a proposal for students to buy laptops. This would be part of an increased fee that Financial Aid could cover.

8. Department Announcements— C. Andrews emailed to the CIPD members a list of the BCC Library liaisons and their respective departments. He also announced that the Library's Instructional Services unit provides information on scheduling Library orientations for classes. He asked to pass the information along to our departments. He also informed that the deadline to submit requests for books that support our academic disciplines is Friday, April 8th; requests should be addressed to Professor Nelson Santana (Collection Development Librarian). The BCC Library has a budget for each academic department to support the college's curriculum.

J. Ziegler informed of a survey broadcasted about Nancy Ritze's service on campus. This is the link: <https://www.surveymonkey.com/r/BSXLJ38>

9. New Business

The meeting adjourned at 4:16 pm.

Respectfully submitted,



Jacqueline Jimenez Polanco