

**Bronx Community College**  
The City University of New York  
**Committee on Instruction and Professional Development**

**Minutes October 11<sup>th</sup> 2022**

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

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

**Present: Carl Andrews+, Elise Langan, Joël Magloire, Jacqueline Jimenez Polanco, Howard Irby, John Ziegler, Carl Andrews, Suzi Zybert, Manish Sharma, Frank Blanchard, Rebeca Araya, Raffaella Diotti, Charmaine Aleong, Katherine Acevedo Coppa, Vivian L. Rodriguez, Vicente Montero, Raquel Otheguy, Ellen Maveneck, Julio Garay,**

**Guest: Chris Efthimiou**

Total membership: 19 (Quorum: 9)

**Our next meeting dates in Fall 2022 are:**

Tuesday, **Nov. 8, Dec. 6** from 3 to 5pm.

**AGENDA**

1. Call to order (2 minutes)
2. Approval of the Minutes (5 minutes)
3. Fall Semester meeting location
4. Student Evaluation Survey/ Annual Faculty and Staff Survey (Chris Efthimiou)
5. Presidential Grants (update)
6. CIPD subcommittees and members
7. Faculty Day 2023 (Theme, Speaker, Location)
8. CTLT meeting update

9. Department Announcements
10. New Business

1. Meeting was called to order at 3:09pm.
2. The minutes of September 6<sup>th</sup>, 2022 were unanimously approved with corrections by those who were present.
3. The meeting location now is no longer online. It is in person in Loew Hall Room 200. It will continue to be at 3:00-5:00pm
4. The student evaluation survey—Chris informed that the IT helped him solve some issues about the faculty report. He sent an email in early October with the link to all faculty, all they need to do is to log in with their BCC credentials, pick the semester and course section. The new survey will start to run in November, and they will need to use their BCC credentials. The cumulative range is not in the online report only the semester range (Fall 2021 and Spring 2022). If faculty members need their cumulative range for reappointment, tenure, or promotion, they just need to ask me, and I can produce it quickly. The students need to access the survey with their BCC emails in lower-case letters and can do the survey on their phone.  
The Annual Faculty and Staff Survey—The results are available in the E-portfolio. If the CIPD wants to address the results of the survey and propose recommendations, a subcommittee should be formed and submit the results to the Senate or the Faculty Council.
5. The redacted Presidential Grants proposals will be sent to the CIPD on October 28<sup>th</sup>. The recent rubrics will be sent out to every member of the committee for reviewing the grants. In order to have enough time to review the grants our next meeting will be changed from November 1<sup>st</sup> to November 8<sup>th</sup>.
6. A CIPD subcommittee-member list was passed around for every member to choose their preference.
7. Faculty Day 2023 (Theme, Speaker, Location). Honorarium for the speaker will be \$1,000. The conference will take place on April 28<sup>th</sup>. The theme proposed is “scholarship for the public good”. Ricardo Otheguy has been proposed as the possible keynote speaker. A Hy-flex modality is being considered.
8. CTLT meets on Thursdays. Vivian said that she can always share the minutes with the CIPD.
9. Department announcements. The New York Public Library will visit the BCC library on October 13<sup>th</sup> from 12:00-2:00pm. There is a proposal to allow students to access

our library and the CUNY library system from their computers at home if they cannot come to the campus.

Meeting adjourned at 4:46pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Polanco', written in a cursive style.

Jacqueline Jimenez Polanco (Secretary)