

Faculty Development Committee Minutes
12/4/19

Members present: Miguel Castro Nunes Fiolhais, Monica Foust, Evelin Gamarra-Martinez, Deborah Gambs (chair), Cara kronen, Yolanda (Jolie) Medina, Emmanuel Paki, Thaddeus Radell

Guest: Gina Cherry (CETLS director)

- I. Minutes from Nov. 6th meeting were approved unanimously.
- II. Joe Doctor Colloquium update - It was decided that invitations to each speaker will be sent out at the same time. Letters will be sent out by the end of the week (e.g., 12/13). The following individuals will serve on the Joe Doctor Colloquium committee:
 - A. Monica Foust
 - B. Manita Pavel
 - C. Yolanda Medina
- III. Faculty Development Day recap - Faculty Development Day happened on 12/4/19 (prior to the committee meeting). It was a success! The event was well-attended.
- IV. Faculty Development Grant -
 - A. 2019 Recipients- 4 grant recipients have yet to submit their report or follow up with the committee. Cara will reach out to them about their reports. One individual wanted to know if her upcoming CETLS presentation would satisfy the report requirement. The decision is yes, it can. For others, the February information session for the 2020 Faculty Development grant could be their opportunity to present. This session will be the first week of February in CETLS.
 - B. 2020 Grant - The submission process is still being determined.
 1. There was a discussion of the advantages and disadvantages of several options: Survey Monkey, Google Drive. It's not clear if there are other viable options. There were questions about whether or not those formats would accept PDF files. Cara will talk to Cynthia (Technology) about viable options.
 2. Another issue related to proposal submissions is that some (participant) identifiers can be seen when participants use a Word document (and in some cases a PDF). Aside from having a committee member go in and remove identifiers before forwarding the proposals to reviewers, it is not clear how to ensure that no identifiers will be visible. Given these limitations, the need for blind review was questioned. It was pointed out that the PSC-CUNY grant is not a blind review process.
 3. The committee needs to find out from Dean Berg how many grants can be awarded (we normally receive roughly 45 proposals).

4. The Faculty Development Grant committee will be populated with members from the general faculty body. Cara will talk with Ken Levin about soliciting committee members.
5. Based on his prior experience on the Faculty Development Grant committee, Abel Navarro previously indicated to Deborah that he will be available to address questions the committee may have regarding the logistics of the grant process.
6. Timeline for the 2020 grant process
 - a) The call for proposals should go out by December 15th.
 - b) The information session will be the first week of February.
 - c) The deadline for proposals will be February 18th.
 - d) The notification date is TBD (but will likely be in mid-April).

V. Liaison Reports

- A. WAC (Monica) - Nothing to report
- B. CETLS (Gina) - The Teaching Academy is no longer funded. In its place will be the Teaching Collaboratory (Teaching Colab)- an email was recently sent out about this. Through the collaboratory, faculty can get feedback on their teaching from fellow BMCC faculty who are trained as consultants. The consultant training will be based on non-judgemental observation and feedback techniques. For the first semester of this program, consultant positions will only be open to past members of the teaching academy. The plan is to open positions to other members of the faculty body in the future.
- C. Mentoring Program (Thaddeus) - In contrast to last year, the faculty mentoring program has had very low activity among participants this year.
- D. Tenure & Promotion (Jolie) - This program has also seen low activity among members this year.

VI. Other business

- A. Faculty Development committee chair - Deborah Gambs (current chair) will be on sabbatical for Spring 2020. Cara Kronen (sole volunteer for the position) is willing to serve in Deborah's stead. All present were in support of this.
 1. We will also need a committee liaison to attend the chair's meeting. Cara is unable to attend because of a course conflict. Jolie volunteered but is unable to stay past 5pm due to course conflict. It was noted that the liaison should be able to attend the full meeting. At our next meeting, we will see if another committee member is able to serve as liaison.

Submitted by Monica Foust