

Faculty Development Committee  
Meeting Minutes  
10/6/2021

**FACULTY IN ATTENDANCE:** Matthew Chan (Computer Information Systems), Joanna Giza (Science), Germán Garrido (Modern Languages), Ruth Guirguis (Teacher Ed), Jen Longley (Teacher Ed), Yevgeniy Milman (Math), Melanie Oram (Media Arts & Technology), Erica Seidel (Student Life/Counseling), Sahana Sen (Business Management), Lourdes Serrano (Science)

**GUEST:** Henry Bulley (Social Science)

1. Motion to Call to the Order at 2:06
  - a. Motion Unanimously approved
2. Motion to Approve Minutes from August 26 Faculty Development Meeting
  - a. Motion Unanimously approved
3. **Executive Committee Updates** - Jennifer Longley provided feedback from Executive Committee on Faculty Development Grants
  - a. Exec Committee said that the funds for the Faculty Development Grant come from The BMCC Auxiliary Fund which are generated by revenue from the BMCC bookstore, cafeteria, and other vendors
  - b. Executive Committee said that Faculty Development grants are offered at the discretion of the College; the college is not obligated to offer the grant.

4. **Faculty Development Grant Funding Resolution**

Jennifer Longley proposed the following Faculty Development Grant Funding Resolution (see below)

- a. Melanie Oram made a motion to accept the motion as written
- b. Erica Seidel seconded the motion
- c. The motion passed unanimously
- d. Jennifer will present the approved resolution to the Executive Committee in preparation to present the resolution to the entire Faculty Senate

## Faculty Development Grant Funding Resolution

Whereas the Faculty Development Grant is currently funded through the BMCC Auxiliary Funds, which are dependent upon revenue generated by vendors contracted by the college and use of the college facilities;

Whereas the COVID-19 pandemic has reduced the number of in-person, on-campus classes resulting in decreased use of facilities and less income generated for the BMCC Auxiliary Fund and in turn the Faculty Development Grant;

Whereas the awards to 2021 Faculty Development Grant recipients were reduced by 40% per award from the announced request for proposals for due to the lack of revenue generated for the BMCC Auxiliary Fund by vendors contracted by the college;

Whereas awards from the 2021 Faculty Development Grant were not disbursed until August 2021;

Be it resolved that the Faculty Development Grant be included as a line item on the BMCC annual budget

### 5. Subcommittee Worktime Reports

Each subcommittee met to discuss their initiatives. Below see the reports from each subcommittee:

- a. **Faculty Development Day/ Joe Doctor Colloquium**  
(Ruth Guirguis, Yevgeniy Milman, and Sahana Sen)
  - i. Ruth Guirguis will be the Committee Coordinator of the Faculty Development Day Subcommittee
  - ii. Faculty Development Day will happen on 11/12/21
  - iii. Time Slot - TBD but the subcommittee is considering various 2 hour slots including: 10am-12pm, 11am - 1pm, or 12pm - 2pm
  - iv. The format will be online consecutive and concurrent sections. Each session will be 20-25 minutes long with 5 minutes in between for participants to switch sessions

- v. The subcommittee will finalize a theme by Fri (10/15)
- vi. The Subcommittee will contact Elizabeth Wissinger (editor of BMCC's *The Inquirer*) to explore collaborating on the event and presenters

**b. Faculty Development Grant**

(Matthew Chan, Germán Garrido, Joanna Giza, Jen Longley, Melanie Oram, Erica Seidel, Lourdes Serrano)

- i. Joanna Giza and Lourdes Serrano will be the sub-committee Coordinators of the Faculty Development Grant (FDG) Sub Committee
- ii. The Faculty Development Committee will invite an Academic Affairs Representative to our November 3<sup>rd</sup> meeting
- iii. The committee discussed the following elements of the review process
  - a. How to identify 3 reviewers/applicant
  - b. Previous grant recipients be required to review proposals for the following year
  - c. Applicants could suggest reviewers
    - These reviewers will be contacted directly by the committee
    - Goal: To increase the availability of specialized/matched reviewers in a particular field. However, they would not be assigned to that specific applicant
  - d. Applicants that do not follow the guidelines will be eliminated from the pool

**6. Adjournment**

- a. Ruth Guirguis made a motion to adjourn the meeting at 3:57pm
- b. Melanie Oram seconded the motion
- c. The motion passed unanimously

**Submitted by:  
Melanie RW Oram**