**Borough of Manhattan Community College**

**Academic Senate: Faculty Development Committee**

**Meeting Minutes: Oct 5, 2016**

Members Present: Margaret Carson (Chair), Ainoa Inigo, Geoff Klock (Secretary), Jae Ki Lee (Executive Committee Liaison), Silvia Roig, George Stevenson, Shalva Tsiklauri.

Members Absent: Sharon Brickman (Maternity Leave)

At this meeting we:

* Approved minutes
* Discussed format for Faculty Development Day
	+ Two panels of 45 minutes and one of 50 minutes.
* Discussed nuts and bolts of Faculty Development Day, such as lunch and how to respond to applicants.
* Discussed the panel proposals for Faculty Development Day, selecting which ones will be part of Faculty Development Day
* Discussed the Faculty Development Grant.
	+ We discussed the time-line for submission and notification. .
	+ We reviewed the application and evaluation rubric.