**Borough of Manhattan Community College**

**Faculty Development Committee**

**Meeting Minutes: 10/7/15**

Members Present: Sharon Avni, Kay Conway (Chair), Manita Pavel (Representative to Executive Council), Alessandra Peralta-Avila, Jun Liang Rice, Erica Seidel (Secretary), Shalva Tskilauri, Naida Zukic, Megan Elias (guest)

1. Commencement of meeting:
	1. Minutes from 9/2/15 meeting were reviewed and accepted.

2) Faculty Development Day:

1. The topic will be Retention.
2. Paul Attewell has accepted our invitation to speak; speakers from ASAP and Student Affairs have been identified to round out the program and will be invited shortly.
3. Logistics were reviewed; committee members will continue to complete assigned tasks.
4. Reviewed topics for table discussions.
5. The committee decided to hear from Student Affairs regarding their retention programming to affirm the idea of retention as a college-wide effort.

3) Distinguished Teacher Award:

1. Sharon Avni was selected to serve as the representative from this committee on the Distinguished Teaching Award Committee.

4) Faculty Development Grant:

1. The review process was discussed.
2. The committee with create an FAQ document to address frequently asked questions.
3. Goal is to have one internal and one external reviewer read each grant proposal.
4. Committee members will review and edit the application and rubric.

Respectfully submitted by Erica Seidel