Jason,
I think we should spend the first half hour having each instructor making a ten minute presentation to the entire group of what was accomplished in their class, citing what worked and what could be improved on. Afterwards, we could have a half hour open discussion to make positive recommendations of what changes (if any) might be needed in the way the course is taught in the Fall semester.

Afterwards, the full time faculty present should meet, without the adjuncts, to write up the conclusions that should be presented to the entire faculty at Wednesday's meeting.

What would you recommend ?

Enjoy the long weekend.

Best,
-Tim

>>> Jason Montgomery <007jmontgomery@gmail.com> 05/24/12 8:00 PM >>>
Tim,

As we will have a large number of people in the room, and many possible discussion points, I think we need a clear game plan and agenda for the meeting. What do you recommend? how long should we plan on the meeting running?

Best,

Jason A. Montgomery AIA LEED AP

On May 24, 2012, at 2:21 PM, "Agustin Maldonado" <amaldonado@CityTech.Cuny.Edu> wrote:

> Jason,
> I'm glad so many adjuncts teaching these courses are available. We're all looking forward to a productive session.
>
> Thank you.
> -Tim
>
> >>> Jason Montgomery <007jmontgomery@gmail.com> 05/24/12 9:58 AM >>>
> Tim,
>
> I will find a spot to organize and pin up course materials for ARCH 1130 and ARCH 1230 and confirm the location for everyone.
>
> The adjunct attendance for Tuesday's 11:00am meeting appears to be:
>
> ARCH 1130:

Lynn Gernert

Michelle Todd

Ken Grace

ARCH 1230:

Ken Grace

Giovanni Patane

Unavailable at that time:

Anthony Romeo

Tim Sudweeks

Carrie Benmekki

Not confirmed yet:

Sandeep Sikka

Best,

Jason

Jason A. Montgomery, AIA LEED AP
Assistant Professor
Department of Architectural Technology
New York City College of Technology
CUNY

On May 22, 2012, at 10:53 AM, Agustin Maldonado wrote:

> Jason,
> **GREAT !**
> Thank you for your quick follow up.
> -Tim
>
> >>> Jason Montgomery <007jmontgomery@gmail.com> 05/22/12 8:51 AM >>>
> Tim,
>
> That time is fine for me. I have announced this review to the adjuncts and invited them to attend. I will notify them of the time change. I am working on collecting all student submissions from all sections. I will organize pinning them up for our meeting on May 29th.
>
> Best,
>
> Jason
>
> On May 22, 2012, at 8:13 AM, Agustin Maldonado wrote:
>
> > Jason et al,
> > For next Tuesday's ARCH 1130 & 1230 reviews it be helpful to invite the instructors teaching to those courses to participate, to get their feedback on what works and what doesn't. If we have those instructors' student work pinned up in the hallway ahead of time, it will make the process much more efficient and productive.

Wendell asked to change the time to **11 AM on Tuesday May 29.** Please e-mail to confirm your attendance.

Thank you.
-Tim

>>> Alexander Aptekar 05/21/12 9:53 PM >>>

In discussions with Shelley Smith today, the urgency of completing the course reviews of 1130 & 1230 has becomes apparent. This urgency is driven by the need to present the course review at the upcoming faculty meeting on Wednesday May 30. Remember this is an internal review for the department so we can further develop the classes and report on the process.

Tim and I are proposing Tuesday May 29, 10 AM as a meeting time.

Jason will you be able to round up material and/or adjuncts to join us for the meeting?

If this arrangement is problematic please let us know as soon as possible.

Thanks,

Alexander Aptekar

--
Alexander Aptekar, Assistant Professor
Department of Architectural Technology
New York City College of Technology