**New York City College of Technology**

The City University of New York

300 Jay Street, Brooklyn, NY 11201-2983

Department of English

**Date:** December 11, 2018

**To:** First Year Writing Committee(George Guida, Carrie Hall, Suzanne Miller, Jody Rosen, Patricia Rudden, Jennifer Sears, Aaron Barlow, Leigh Gold).

**CC:** Nina Bannett, Anne Leonard (Library)

**From:** Robert Lestón

**Re:** First Year Writing Curriculum Committee Meeting

**AGENDA**

1. Call to order.
2. Review and approval of minutes
3. Chair’s Report
   1. Website design
   2. Review Meetings and Minutes on website from past meetings.
   3. Update on PD – January Tentatively January 17 and 18
      1. Slots and people
4. Work on collectively revising language of proposed learning outcomes.