**Course Coordinator Working Group**

**Minutes**

**October 17, 2014**

Committee Members:

**All Present**.

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| --- | --- | --- |
| Alexander Aptekar | Architectural Technology | AAptekar@CityTech.Cuny.Edu |
| Nathan Astrof | Biology | NAstrof@CityTech.Cuny.Edu |
| Maria-Elena Bilello | Dental Hygiene | Mbilello@CityTech.Cuny.Edu |
| Pamela Brown | Associate Provost | PBrown@CityTech.Cuny.Edu |
| Renata Budny | Restorative Dentistry | RBudny@CityTech.Cuny.Edu |
| Marta Effinger-Chrichlow | African-American Studies | MEffinger@CityTech.Cuny.Edu |
| Gretta Fernandes | Human Services | GFernandes@CityTech.Cuny.Edu |
| Jennett Ingrassia | Radiology Technology | JIngrassia@CityTech.Cuny.Edu |
| Kara Pasner | Vision Care Technology | Kpasner@citytech.cuny.edu |
| Susan Phillip | Hospitality Management | SPhillip@CityTech.Cuny.Edu |
| Jose M. Reyes Alamo | Computer Engineering Technology | JReyesAlamo@CityTech.Cuny.Edu |
| Benjamin Shepard | Human Services | BShepard@CityTech.Cuny.Edu |

1. One new members were introduced to the group: Gretta Fernandes from Human Service.
2. Special thanks to Renata Budny, Benjamin Shepard and Kara Pasner for their comprehensive research on the course coordinator position. Renata highlighted some of the key points of her findings, which were discussed in greater detail towards the end of the meeting. Her findings summarized other colleges' definition of a course coordinator.
3. At this time, a distinction was made concerning the difference between our goal*: Design a college-wide framework that supports course coordination, integrates selected GenEd SLO/s in each course, and review the process on a cyclical basis in synch with GenEd Assessment cycle*. And that of defining course coordinator. It was decided that while the two topics are united we must remain focused on the initial goal.
4. The tasks listed in the minutes of the Course Coordination Working Group minutes of September 19, 2014 were reviewed.
5. A list of dates and times for the meetings of each school’s Dean with course coordination liaisons from that school was distributed. School meetings are scheduled as follows: School of Arts & Sciences Thursday Oct. 30. 12:45-2:15PM

School of Tech & Design Thursday Nov. 6. 12:45 - 2:15PM School of Professional Studies Thursday Nov.13 12:45 - 2:15PM

A facilitator and a scribe were determined for each session.

1. A working agenda for this meeting was reviewed and accepted.
2. A Gen Ed Day sign up form was generated and members of the working group committed their participation time for the General Education day on January 22, 2015. Liaisons, program coordinators and the General Education Committee will be invited. A tentative agenda for the day was discussed as follows:

Morning session will begin with the Keynote speaker, Maura Smale and guest.

Topic to be discussed will include the following:

* Where do students study?
* Do course coordinators know where the resources are?
* How do we impact students?
* How do we ensure consistency?
* Note differences and similarities within all three schools.

1. Jose M. Reyes Alamo volunteered to create a plug in for our Course Coordination Working Group on the OpenLab Gen Ed site.

**November 21, 2014 - Gen Ed Meeting**

**Agenda for course coordination working group:**

* **General Education Day**
* **Outcomes of the Dean/Liaisons Meetings**

**Upcoming Gen Ed Meetings:**

**Friday December 19, 2014**

**SAVE THE DATE: Gen Ed Day**

**THURSDAY JANUARY 22, 2015 8:30AM – 3:30PM**

All members of course coordination working group are expected to participate.

Respectfully submitted: J. Ingrassia and M. Bilello 11/4/14