New York City College of Technology

GEN ED COMMITTEE

**Course Coordination Working Group**

**Minutes**

**November 21, 2014**

Committee Members:

**Present**.

|  |  |  |
| --- | --- | --- |
| Alexander Aptekar | Architectural Technology | AAptekar@CityTech.Cuny.Edu |
| Nathan Astrof | Biological Sciences | 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 | Health and Human Services | GFernandes@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 |
| **Excused:** |  |  |
| Benjamin Shepard | Health and Human Services | BShepard@CityTech.Cuny.Edu |
| Jennett Ingrassia | Radiologic Technology | JIngrassia@CityTech.Cuny.Edu |

**Tasks for the day:**

1. Discuss details of the Gen Ed Course Coordination workshop - January 22, 2015.

 Conversation was led by Julia Jordan which included:

* Reiteration of the long-term goal of the course coordination working group:

*Design a college-wide framework that supports course coordination, integrates selected Gen Ed SLO/s in each course, and review the process on a cyclical basis in synch with Gen Ed Assessment cycle.*

* Introduction of a draft plan for the structure of the day
* Who will be the invited participants
* What the activities of the workshop might be
* Where these activities would take place
* Types of reflective questions for participants
* Introduction of Keynote speakers as well as the topic

 (see attached preliminary agenda)

* Consider the list of responsibilities for the successful planning and implementation of this workshop and before the December 19th meeting. Each member of the working group will decide which piece of the workshop they will own and email Maria Bilello (see attached list)

 **continued**

1. Recap of the Dean’s Meetings with the appointed course coordination liaisons:
* Three common characteristics of course coordination were identified from the minutes of each school’s meeting: communication, organization, authority/value and keywords describing course coordination. (see attached document).
* Reviewed Course Coordination Liaison’s charge (2 year commitment) to making
Gen Ed Live in their department and school.
* Report back by facilitators and recorders from each school meeting:

 Kara Pasner for the School of Professional Studies

 Alexander Aptekar and Gretta Fernandes for the School of Technology and Design

 Nathan Astrof for the School of Arts and Sciences

 Reported summary of progress to the Gen Ed Committee by Maria Bilello.

**Upcoming Gen Ed Meetings:**

 **Friday December 19, 2014**

**Reminder: MARK YOUR CALENDAR: Gen Ed Day 2015**

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

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