**General Education Meeting Working Group Minutes April 25, 2014**

Working Group: Facilitator - Julia Jordan, Faculty Commons

Alexander Aptekar – ARCH

Dionne Bennett – AFR

Maria Bilello – DEN

Pamela Brown – Assoc. Provost

Renata Budny - Restoratie Dentisty

Marta Effinger-Crichlow – AFR

Asm Delowar Hossain – ETET

Jennett Ingrassia - RAD (absent)

Susan Phillip – HMGT

Ben Shepard – HUS (absent/presenting w/Living Lab associate fellows)

**GOAL:** Design a college-wide framework that supports course coordination, integrates selected GenEd SLO/s in each course, and reviews the process on a cyclical basis.

After a review, it was agreed that we would continue the planned goal:

**Step 3: design the course coordination framework by December 2014**

a. In September,Provost willcharge the department chairs to:

Identify an effective course coordination practitioner who will work with counterparts

 in each school to design a course coordinator job description

 b. In fall, Working Group members will:

 Facilitate the course coordination school meeting (hosted by the Dean) in early October

 Meeting Outcome:

 Course Coordination will identify:

 How course coordination is currently practiced

 Three common responsibilities

 Resources need by all course coordinators, i.e., Living Lab Fellows

 Coordinate with Assessment Steering Committee to integrate GenEd SLO cycle

 Update and gain feedback from Chairs/ Deans/Directors in November

 Organize Best Practices in General Education Day in January 2015:

 Identify a keynote speaker

 Outreach to IDC / Living Lab / Assessment / NEH / FYLC, etal

 Target course coordinators and adjunct faculty

 Set up a webinar

 c. In spring, Working Group members will:

 Develop an institutional model for course coordination

 Pilot institutional model for course coordination

 Update and gain feedback from Chairs/ Deans/Directors in February

Respectfully submitted,

Maria Bilello