December 11, 2015 Gen Ed Meeting

**Course Coordination Working Group Agenda**

1. November 20, 2015 meeting minutes prepared by Gretta
2. *Thank you* email to be sent to the Department CC Liaisons by December 18, 2015
3. Progress report on Workshop Forms and Workshop Surveys

Continue collecting Workshop Forms and Surveys from the Department CC Liaisons who are still in process of completing the workshops. Email the forms to Renata [rbudny@citytech.cuny.edu](mailto:rbudny@citytech.cuny.edu)

1. Progress on Gen Ed CC Working Group website <https://openlab.citytech.cuny.edu/gened/working-groups/course-coordination/>

Gen Ed CC Working Group Documents: <https://openlab.citytech.cuny.edu/gened/working-groups/course-coordination/ccdocuments/>

1. *Thank you letter* templates (Susan & Gretta) to be drafted by February 1, 2016
2. **L4 and** ‘**Knowing Brooklyn’ theme developed by CityTech GenEDGE**: (<https://openlab.citytech.cuny.edu/14/>)

* Upload an assignment that you would like to share on OpenLab
* Invite Department CC Liaisons with their respective part-time and fulltime faculty to participate in City Tech GenEDGE “Knowing Brooklyn” initiative and to visit the L4 site to share the best practices/assignments using the *Activity Template*.

1. Reminder:

**Role of Course Coordination Liaison within the department and school and across the College**

**Liaison Charge**: 2 year commitment as part of a continuous cycle of defining, delivering, refining, and sharing effective course coordination practices with the School and Gen Ed Committees

**Long-term Goal**: 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.

**Spring 2016 –**

* March 2016 (TBD): Progress meeting with Department CC Liaisons hosted by School Deans: what works / what are the challenges / how to continue useful efforts
* April 2016 (TBD): Presentation of Workshop results across the Schools
* May 13, 2016: Progress Report to Gen Ed Committee
* Spring 2015: Conversation within the departments to decide who will be the Department CC Liaisons for the next 2-year cycle, Fall 2016-Spring 2018

**Next Meeting: February 5, 2016**