

Gen Ed Committee

Course Coordination Working Group

Progress Report Fall 2015

2015 12 11 Gen Ed Meeting

Role of Course Coordination Liaison within the Department, School and across the College

Gen Ed CC Working Group

2-year Cycle

Fall 2014 – Spring 2016

Liaison Charge: 2 year commitment as part of a continuous cycle of defining, delivering, refining, and sharing effective course coordination practices with the Schools 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.

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Goals Fall 2015

- September, 2015: Design CC Workshop Form and Survey Templates; CC Workshop Group Members send out CC Workshop Forms and Surveys to Department CC Liaisons
- Fall 2015: Department CC Liaisons conduct Workshops
- October-November, 2015: Progress Meetings with Department CC Liaisons hosted by the School Deans
- Collection of CC Workshop Form and Workshop Surveys from Department CC Liaisons (In Progress)
- December 11, 2015: Progress Report to Gen Ed Committee

Progress Meetings with Department CC Liaisons headed by School Deans

Gen Ed CC Working Group

Dates

- **October 29, 2015 SoAS**
School of Arts and Sciences, Interim Dean Justin Vazquez-Poritz
Julia Jordan facilitated and Lufeng Leng recorded
- **November 5, 2015 SoTD**
School of Technology and Design, Dean Kevin Hom
Maria Bilello facilitated and Jose Reyes Alamo recorded
- **November 12, 2015 SoPS**
School of Professional Studies, Dean David Smith
Renata Ferdinand facilitated and Susan Phillip recorded

Department Course Coordination Liaisons

School of Arts and Sciences

Nadia Benakli, Mathematics

Sandra Cheng, Humanities

Jean Hillstrom, Social Sciences

Stephen James, African American Studies

Lufeng Leng, Physics

Anne Leonard, Library

Jeremy Seto, Biological Sciences

Peter Spellane, Chemistry

Julian Williams, English

James Vazquez-Poritz, Interim Dean

Department Course Coordination Liaisons

School of Professional Studies

Joseph Bohm, Health Services Administration

Jierong Cheng, Business

Susan Davide, Dental Hygiene

Mery Diaz, Health and Human Services

Jeannette Espinoza, Law and Paralegal Studies

Hon Jie Teo, Career and Technology Teacher Education

Eric Lobel, Radiologic Technology and Medical Imaging

Lisette Santisteban, Nursing

Joseph Sollecito, Vision Care Technology

Claire Stewart, Hospitality Management

Avis Smith, Restorative Dentistry

Celeste Waddy, Nursing

David Smith, Dean

Department Course Coordination Liaisons

School of Technology and Design

Steven Brodeur, Communication Design

Catherine Cullen, Environmental Control &
Facilities Management

Asm Delowar Hossain, Electrical and
Telecommunications Engineering Technology

Jason Montgomery, Architectural Technology

Doug Moody, Computer System Technology

Hamidreza Norouzi, Construction Management
and Civil Engineering Technology

Kevin Patton, Entertainment Technology

Yu Wang, Computer Engineering Technology

Ozlem Yasar, Mechanical Engineering Technology

Kevin Hom, Dean

School Progress Meetings with Department CC Liaisons

Gen Ed CC Working Group

Findings

- 100% of All Schools & Departments are engaged in course coordination
- Departments are at various stages of course coordination cycle due to different approaches and priorities
- Full-time and part-time faculty implement Gen Ed SLOs in various sections of the course(s)
- Adjunct faculty engage in an ongoing course coordination process and create transparency
- Gen Ed related activities are part of departmental accreditation requirements (approx. 50% departments)

School Progress Meetings with Department CC Liaisons

Gen Ed CC Working Group

Workshops

- In Person Meeting
(formal and informal)
- Open Lab
(discussion groups)
- Emails
- Surveys
- Phone Conversations

Train the Trainers



**Train the Trainers with the Living Lab and Faculty Commons:
Effective Workshop Design**

Resources for Effective Workshop Design developed in collaboration with Living Lab can be found at:
<https://openlab.citytech.cuny.edu/livinglab/train-the-trainers-workshop/>

School Progress Meetings with Department CC Liaisons

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Implementation of Gen Ed SLOs

- One Course
- Multiple Courses
- Curriculum Specific Courses
- Interdisciplinary Courses
- Entire Curriculum

School Progress Meetings with Department CC Liaisons

Gen Ed CC Working Group

Gen Ed SLOs Assessment

- Visual Tools
- Testing Tools
- Assessment Tools
- Students Feedback
- Faculty Feedback
- Reviewing courses on the cyclical basis

School Progress Meetings with Department CC Liaisons

Gen Ed CC Working Group

Identified Challenges

- Discrepancies in transfer of knowledge between courses
- Discrepancies in transfer of knowledge from faculty to students
- Lack of standardization across all sections of the course
- Lack of faculty calibration
- Lack of adjunct faculty integration
- Lack of faculty feedback about the course improvements
- Lack of student feedback about the course improvements

CC Workshop Forms and Surveys collection

Gen Ed CC Working Group

Workshop Forms (In Progress)

Date	Number of Workshop Forms collected	Full-time faculty participating in the workshop	Adjunct faculty participating in the workshop
2015 11 20	8	22	9
2015 12 10	11	32	23

Workshop Surveys (In Progress)

Date	Number of Department CC Liaisons that Workshop Surveys were collected from	Full-time faculty feedback	Adjunct faculty feedback
2015 11 20	3	4	1
2015 12 10	4	7	2

Gen Ed CC Working Group Website

Developed by Prof. Jose. M. Reyes Alamo

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Course Coordination Working Group Page

This page is under construction

Mission:

Developing a school-wide broad definition of course coordination.

Members:

- Maria-Elena Bilello, Dental Hygiene, *Co-Chair*
- Renata Budny, Restorative Dentistry, *Co-Chair*
- Alexander Aptekar, Architectural Technology
- Asm Delowar Hossain, Electrical and Telecommunications Engineering Technology
- Benjamin Shepard, Health and Human Services
- Gretta Fernandes, Health and Human Services
- Jennett Ingrassia, Radiologic Technology
- José M. Reyes Álamo, Computer Engineering Technology
- Julia Jordan, Hospitality Management
- Kara Pasner, Vision Care Technology
- Marta Effinger-Crichlow, African American Studies
- Maura Smale, Library
- Nathan Astrof, Biological Sciences
- Navid Allahverdi-Pur, Construction Management
- Pamela Brown, Associate Provost
- Renata Ferdinand, English
- Susan Phillip, Hospitality Management

Documents:

[To access the Working Group Documents click here](#)

Leave a Reply

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/>

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Group Documents

NYCCT General Education Student Learning Outcomes

- [Gen Ed SLOs](#)

Fall 2015

Liaisons Meetings Agendas & Minutes

- [SoPS CCL progress mtg AGENDA 11.12.15](#)
- [SoAS \[Agenda, Minutes\]](#)
- [SoTD \[Agenda, Minutes\]](#)
- [SoPS \[Agenda, Minutes\]](#)

Minutes

- [CC Working Group Minutes 2015 10.2](#)
- [GenEd CC Working Group Meeting Agenda 2015 11.20](#)
- [Course Coordination Working Group Minutes Oct. 30, 2015](#)
- [Course Coordination Working Group Minutes Sept. 18, 2015](#)

Working Documents

- [GenEd CC Working Group and Dept CCL List Fall 2015](#)
- [GenEd CC Working Group Liaison Assignments Fall 2015](#)
- [GenEd 14-15 CCL Train workshop schedule Spr2015](#)
- [CC Liaison email from GenEd Working Group](#)
- [CC Liaison Workshop Report Form](#)
- [CC Liaison Workshop Survey](#)

Spring 2015

Working Documents

- [Department survey for 05.17.13](#)
- [2015.5.15 Email Template for «Next Steps»](#)
- [Effective Design Workshop Worksheet Template Spring 2015](#)
- [GenEd CC Working Group and Dept CCL List Spring 2015](#)
- [Gen Ed CC Working Group Liaison Assignments Spring 2015](#)
- [GenEd Master List CCL Liaisons - CC Wke Grp - Living Lab Fellows - mb Feb 2015](#)
- [Liaison selected GenEd SLOs Spring 2015](#)

Minutes

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Liaisons Meeting Agendas and Minutes

- [SPS Individual School Mtg Agenda Spring 2015 3-26-15](#)
- [2015 3 12 SAS-CC Liaisons Meeting Minutes](#)
- [2015 3 19 STD-CC Liaisons Meeting Minutes](#)
- [2015 3 26 SPS-CC Liaisons Meeting Minutes](#)

Fall 2014

Minutes

Working Documents

- [STD Individual School Mtg Facilitators Agenda FINAL](#)
- [Liaison Charge Course Coordination Fall 2014](#)
- [2014-10-14 Course Coordinator-combined](#)
- [2014 9 22 Proposals for defining Course Coordinator in NYCCT](#)
- [CCL liaison Charge Course Coordination Fall 2014](#)

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Name (required)

Email (required)

Website

Role of Course Coordination Liaison within the Department, School and across the College

Gen Ed CC Working Group

Goals 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 2016: Conversation within the departments to decide who will be the Department CC Liaisons for the next 2-year cycle, Fall 2016-Spring 2018

Gen Ed Course Coordination Working Group Members

Navid Allahverdi, Construction Management and Civil Engineering Technology

Alexander Aptekar, Architectural Technology

Nathan Astrof, Biological Sciences

Renata Budny, Restorative Dentistry

Renata Ferdinand, English

Gretta Fernandes, Health & Human Services

Asm Delowar Hossain, Electrical & Telecommunications Engineering Technology

Jennett Ingrassia, Radiologic Technology

Kara Pasner, Vision Care Technology

Susan Phillip, Hospitality Management

Jose Reyes Alamo, Computer Engineering Technology

Maura Smale, Library

Pamela Brown, Associate Provost

Julia Jordan, Faculty Commons