

General education Committee
Course Coordination Working Group
Dean's Meeting with Course Coordination Liaisons and Gen Ed working group

School of Arts and Sciences

March 12, 2015

Present: Dean Karl Botchway

Jeremy Seto - Biological Sciences

Julian Williams – English

Denise Scannell-Guida – Humanities

Nadia Benakli – Mathematics

Maria Bilello – Gen Ed course coordination working group – facilitator

Objective:

Discuss progress you are making in working with your department on spring 2015 tasks:

- a. Is there a written description of the responsibilities of course/discipline coordinator?
If not, what is your process for developing them in your department / discipline?
How is course/discipline coordination valued in your department? Annual evaluation?
 - b. What course have you chosen? What one Gen Ed SLO are you considering?
-
- c. What kind of professional development gathering are you considering for fall?
 - d. What are you doing to align part- and full-time faculty access to resources?
 - e. What strategies will you use to communicate with part- and full-time faculty?

Discussion centered on development of a written description of the responsibilities of course/discipline coordinators. Individual program challenges were addressed and suggestions were offered among the liaisons. Key take-away was a suggestion to develop a flow chart to begin the process of writing the description of course coordination, sample definition with flow chart was supplied by Jeremy Seto.

Respectfully submitted,

Maria Bilello