

## SPS and Gen Ed Course Coordination Liaisons Working Group meeting

Date: 2015 3 26

Time: 12:45 pm - 2:00 pm

Place: Room N 621

Attendees: Eric Lobel, Avis Smith, Joseph Sollecito, Mery Diaz, Joseph Bohm, Lisette Santosteban, Celeste Waddy, Susan Davide, Claire Stewart, Jierong Cheng, Jeannette Espinoza, David Smith (Dean and Convener), Julia Jordan (Facilitator for Gen Ed), Maria Bilello (Facilitator for Gen Ed), Renata Budny (Recorder for Gen Ed)

1. Opening remarks by Dean David Smith
  - Dean Smith distributed *Course Curriculum Review Form* draft for review. The form was created to keep track of 3-5 year review of the courses.
  - The form was discussed with course coordination liaisons and positive comments was received.
  - The form and course coordination documents are accessible at Google Docs at <http://tiny.cc/spscousecoordinator>
2. Overview of agenda by Maria Bilello
3. Discussion and Share out session led by Julia Jordan and Maria Bilello
  - Examples related to the *Course Coordination Responsibilities* from Restorative Dentistry, Biology and Nursing departments were introduced and examined to visualize what other departments are doing.
  - Handout: *Role of Course Coordination Liaison within the department and school and across the College* –the tasks for CC Liaisons during the two year commitment
  - Handout: *Department Course Coordination Liaisons – Fall 2014 through Spring 2016* – matching CC department liaisons with Gen Ed support team member
  - Handout: *Important General Education Learning Outcomes – adopted by College Council March 2013* – college wide GELO framework incorporated and assessed in each course that necessitates coordination between all faculty teaching the course
  - Charging CC Liaisons with
    - task #1 developing or reviewing the description of course coordinator as it relates to his/her department in order to shape the design of a college-wide course coordination framework
    - task #2 defining, delivering, refining and sharing effective course coordination practices within the department and sharing it with the School and Gen Ed Committees in order to incorporate successful course coordination throughout the College
    - 2014-2016 - 2 year time frame to design and integrate course coordination framework
    - Handout: *Department Course Coordination Liaison report form* due by April 16 2015 to Maria Bilello should include selection of Gen Ed SLO, writing description of course coordination and CC responsibilities, as well as providing feedback how is the course coordination position valued annually at the departmental level
4. Strategies of how to share coordination within individual departments were discussed. Examples included working with course coordinators and faculty teaching specific courses, developing workshop for course coordinators and faculty within the department, and communications via emails and/or conference calls if in-person meeting is not possible.
5. What's next: Course coordinators were asked questions regarding the success and usefulness of the Gen Ed Day and the Effective Workshop Design training sessions. Many agreed that the workshops were very informative and provided valuable information. The keynote speakers' presentation at Gen Ed Day received great feedback. Course coordinators found the keynote presentation "great and grounding". Facilitators also gathered positive feedback regarding organizing future college wide course coordination and Gen Ed events. *Effective Workshop Design Worksheet* related to future events was distributed to course coordinators who were asked to submit the comments by April 16, 2015 to Maria Bilello. The results will be reported at the next Gen Ed meeting taking place on April 24, 2015.

Meeting adjourned at 2:00 pm