Dear \_\_\_\_\_\_\_\_\_\_\_\_, Departmental Course Coordinator Liaison

On behalf of the Gen Ed Course Coordination Working Group members I would like to thank you for your collaboration on submitting *course coordinator* definition and responsibilities.

As you are aware, the next step is to develop a departmental CC Liaison workshop related to your chosen course and specific NYCCT Student Learning Outcomes (SLO). Attached you will find CC Liaison workshop design template which we would like you to submit before or on September 10, 2015 to Maria-Elena Bilello at [mbilello@citytech.cuny.edu](mailto:mbilello@citytech.cuny.edu).

You should conduct the CC Liaison workshop in September or in the beginning of October 2015.

On October ??, 2015 you will be invited to meet with Dean \_\_\_\_\_\_\_\_\_ to share the workshop's outcomes and experiences.

In January 2016 the Gen Ed Course Coordination working group is planning the Gen Ed Day where few of the Course Coordination Liaisons will be encouraged to share their workshop’s best practices and experiences.

The final step taking place in Spring/Fall 2016, would involve implementing course coordination practices for all course coordinators in the department.

The Gen Ed Course Coordination Working Group members are assigned to individual departments. Please let us know how can we help you fulfill the tasks ahead.

Timeline:

* September 10, 2015 – Workshop Design Template due to Maria-Elena Bilello at [mbilello@citytech.cuny.edu](mailto:mbilello@citytech.cuny.edu)
* September-October, 2015 – CC Liaisons conduct workshops in their departments
* October ??, 2015 – meeting with the Dean/sharing workshops’ experiences and discussing outcomes
* January 2016, Gen Ed Day – CC Liaisons share their experiences and outcomes with college community
* Spring/Fall 2015 implementing Course coordination within all departments

Attachments:

* Workshop Template due September 10, 2015
* ???

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_