February 26, 2016 Gen Ed Meeting

**Course Coordination Working Group Agenda**

1. February 5, 2016 meeting minutes approval (prepared by Nathan)
2. 2-year Liaison Charge and Long-term Goal revisions

**2014-2016 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.

**Proposed change:**

**2016-2018 Course Coordination Liaison Charge:** A two-year commitment to lead course-level improvement of student learning and the student experience. Course coordination liaisons (CCL) will work with course instructors, other members of their department/chairs, fellow liaisons, deans, members of the Gen Ed and Assessment Committees and others to evaluate course content, course materials and pedagogical practices, and implement, reassess, and share effective course coordination practices.

1. Annual College-wide Assessment Meeting, March 4th, 2016, A-632 – Asm Delowar, Gretta and Renata attending
2. Cue Conference, May 13, 2016 - Cue Abstract (submitted by Pam)

**Title:** College-wide Course Coordination: Design, Implementation, Assessment, Dissemination

**Presentation Track:** Planning for and Taking Action

**Type of Presentation:** 20/20 Shared Dialogue

**Presenters:** Renata Budny, Maria-Elena Bilello, Julia Jordan, Alexander Aptekar, Asm Delowar Hossain, Gretta Fernandes, Jennett Ingrassia, Jose Reyes Alamo, Kara Pasner, Maura Smale, Nathan Astrof, Navid Haji Allahverdi, Pamela Brown, Renata Ferdinand, Susan Phillip

Scheduling challenges, the increasing reliance on adjunct faculty and the multiple responsibilities of full-time faculty make course-level professional development, assessment of student learning and the opportunity to share effective strategies and course materials difficult. Beginning in 2013, the Gen Ed Course Coordination Working Group at New York City College of Technology has worked to develop a college-wide course coordination structure, which creates leadership roles for coordinators and provides the resources to achieve these goals.

Work began by surveying department chairs regarding current course coordination practices and expectations. Results were reported at college-wide committee meetings. Faculty overseeing already exemplary course coordination presented at a college-wide Gen Ed Course Coordination Day in January 2015. Evaluation of feedback from these efforts was used to design the course coordination structure.

A course coordination liaison was selected in every department by the chairperson, in consultation with their deans. Each school dean and the Course Coordination Working Group held a meeting to charge the liaisons. Course coordination liaisons then made a two-year commitment to implement and assess course coordination. The Gen Ed working group provided a train-the-trainer model workshop to all course coordinators on offering professional development workshops. Course coordinators in turn offered a professional development workshop to all instructors of the course. Workshops were assessed. Student learning outcomes were also evaluated. A mechanism was set up to share course materials. This presentation will highlight activities, outcomes, assessment and dissemination.

1. Report on 2016-2018 CC Liaisons

* Provost August announcement to department chairs
* Imelda – data collection from chairs by March 1, 2016

1. Current and future CC Liaisons meeting with SPS, SAD, STD Deans will take place on April 14, 2016 – we need meetings chairs and scribers
2. Finalizing *Thank you Email* template for Gen Ed CC Working Group members - Gretta
3. Finalizing *Thank you Letter* for 2014-2016 Department CC Liaisons templates – Kara
4. During March 11, 2016 meeting we will finalize 2016-2018 CC Welcome Packet and Agenda for April 14th Schools CCL meeting /Deans hosting

Activities carryover:

1. Progress report on Workshop Forms
2. L4 - Share your best practices/assignments using the *Activity Template* <https://openlab.citytech.cuny.edu/14/>
3. ‘Knowing Brooklyn’ theme developed by CityTech GenEDGE - invite Department CC Liaisons with their respective part-time and fulltime faculty to participate in City Tech GenEDGE “Knowing Brooklyn” initiative

Recap:

**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/>

**Next Meeting: March 11, 2016**