School of Technology and Design
Department Course Coordination Liaisons Meeting Minutes
Date: April 14, 2016

Started at 12:52 PM

Dean was called to a cabinet meeting and was not able to be present

Gen Ed Course Coordination Working Group Members:
Alexander Aptekar, Facilitator
José M. Reyes Álamo, Recorder

Department Course Coordination Liaisons in Attendance:
Jason Montgomery
Yu Wang, Xiaohai Li
Doug Moody
Sharon Clarke
Hamidreza Norouzi

- Introductions
  - Members introduced themselves
  - Summary of the work of the previous semesters
- Share out the best 2014-2016 course coordination practices
  - Sharon: relied on emails, updated the syllabi, and built a website for course coordination hosted on 300jaystreet.com to help the 120+ full and part-time faculty in her Department. She wants to create a newsletter and improve communication.
  - Yu: held a Departmental meeting and 11 courses updated their syllabi. All the info was posted on the OpenLab for easy access by all faculty. Because of ABET accreditation they adjusted the requirements in order to satisfy ABET and GenEd.
  - Xiaohai: Will replace Yu Wang as CET Liaison. Plans to develop rubrics. Was the ABET coordinator for the associates program. Planning meetings and workshops with adjuncts.
  - Hamid: Embedded the GenEd requirements with ABET. Full-time faculty prepare the rubrics and provide it to the adjuncts who must follow them. They have meetings to determine the appropriate assessment methods using the rubrics to measure it, and use standardized exams.
  - Jason: Each course has an OpenLab site used for course coordination. These sites are open and available to anyone and provide plenty of resources for faculty and students. Currently working on accreditation and focusing on data collection.
  - Doug: Their goal is to have everyone teach the same material with each faculty choosing the technique and the assessment. They want to teach the same technology across all sections. Questionnaires and power point slides were developed for course coordination.
- General Discussion:
  - Coordination seems to be more aggressive for early courses with many sections and less for advanced courses.
  - How to protect content on the OpenLab using password-protected pages or plugins
  - How to use ePortfolios for students to post their work
  - Similarities and differences between Blackboard and OpenLab and the appropriate use of these tools
  - Concern about last time's accreditation as the College was becoming too technical and less GenEd and how the GenEd Committee and the Course Coordination sub-committee are trying to address this issue.
  - General questions about the Learning Goals as some may not apply to certain courses and clarification that a course does not have to satisfy all the Learning Goals but at least some.
- Next Steps:
  - Create a structure for course coordination
  - Diffuse Leaning Goals into courses
  - Get data back

Meeting Adjourned at 2:11 PM
Recorder: José M. Reyes Álamo