Dear First and Last Name, Name of Department Departmental Course Coordinator Liaison (CCL)

On behalf of the Gen Ed Course Coordination Working Group members, I would like to thank you for your collaboration in submitting departmental course coordination definition and related responsibilities in spring 2015.

How is your workshop planning coming along? How may I support your work? (personalize your message)

Below is our work outline for this academic year:

**Fall 2015:**

* October - Hold your workshop w/ goal clearly stated
* Participate in School meeting w/CC Liaisons to share progress
  + Club Hours … Thursday, 12:45pm – 2pm in the Dean’s conference room
    - October 29th School of Arts and Sciences, Namm 321, RSVP Dean’s Office
    - November 5th School of Technology and Design, Voorhees 806, RSVP Dean’s Office
    - November 12th  School of Professional Studies, Namm 621, RSVP Dean’s Office
* Department – Discuss your progress and ask for assistance with your dept. colleagues
* November - Report on the workshop agenda, feedback, next steps.
* Send completed Workshop Report Form (attachment) to:
  + - * (your name and email) and your dept. chair
      * Due November 6th

**Spring 2016:**

* February - Participate in an organized discussion with CC Liaisons across depts.
* March - Participate in Dean’s School progress meeting with CC Liaisons
* Department - Discuss your observations; ask for feedback from your dept. colleagues
* April - Decide with department chair to identify dept. CC Liaison for  
   next two-year cycle or continue for another two-year cycle

Reference:

**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 sync with Gen Ed Assessment cycle.

Please use the OpenLab <https://openlab.citytech.cuny.edu/livinglab/train-the-trainers-workshop/>

Effective Workshop Design as a reference when planning and reflecting on your workshop.

Sincerely,

your name, department, email (personalize)

Attachments: CCL Workshop Report Form

CC Liaison Workshop Survey