**Friday, Feb 26, 2016**

Committee Members

**Present:**

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| Navid Allaverdi-Pur | Construction Management | NHajiAllahverdiPur@citytech.cuny.edu |
| Alexander Aptekar | Architectural Technology | AAptekar@citytech.cuny.edu |
| Pamela Brown | Associate Provost | PBrown@citytech.cuny.edu |
| Renata Budny | Restorative Dentistry | RBudny@citytech.cuny.edu |
| Renata Ferdinand | English | RFerdinand@citytech.cuny.edu |
| Gretta Fernandes | Human Services | GFernandes@citytech.cuny.edu |
| Asm Delowar Hossain | Electrical and Telecommunications Engineering Technology | AHossain@citytech.cuny.edu |
| Jennett Ingrassia | Radiologic Technology and Medical Imaging | JIngrassia@citytech.cuny.edu |
| Julia Jordan | Hospitality Management | JJordan@citytech.cuny.edu |
| Kara Pasner | Vision Care Technology | KPasner@citytech.cuny.edu |
| Susan Phillip | Hospitality Management | SPhillip@citytech.cuny.edu |
| Jose. M. Reyes Alamo | Computer Engineering Technology | JReyesAlamo@citytech.cuny.edu |
| Maura Smale | Library | MSmale@citytech.cuny.edu |

**Absent/Excused**

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| Maria-Elena Bilello | Dental Hygiene | Mbilello@citytech.cuny.edu |
| Nathan Astrof | Biological Sciences | Nastrof@citytech.cuny.edu |

**Minutes Working Group**

**Tasks**

1. The group accepted the minutes of February 5, 2016
2. The group reviewed and finalized templates of *Thank You Letter for 2014-2016 Members of CC Working Group* created by Gretta and *Thank You Letter for 2014-2016 CC Course Coordination Liaisons* created by Kara. Gretta and Kara will email modified letters for final approval by the group by March 8.
3. The group accepted the *2016-2018 Course Coordination Liaison Charge.*
4. The abstract for Cue Conference was initiated and submitted on behalf of the CC Working Group by Pam. So far Kara volunteered to present. More volunteers will be needed.
5. The group secured the volunteers to attend the College Assessment Forum, which will take place on March 4th, 2016 in N632 from 9:30 – 11:30. Asm Delowar, Gretta and Renata will attend the meeting.
6. Update on 2016-2018 CC Liaisons was discussed. Imelda will provide final results from department chairs after March 1, 2016.
7. The CC Liaisons meeting with School Deans is scheduled to take place on April 14, 2016 during club hours as follows:

 SoPS – Room N 621

 SoAS – Room N 321

 SoTD - Room V 806

Jennett, Jose and Susan volunteered to facilitate/scribe. 3 more volunteers will be needed.

Special recognitions were given to Kara, Gretta and Susan for creation of *Thank You Letter* templates, to Pam for initiation and submission of the Cue Conference abstract, to Julia for setting up the School Dean’s meetings with CC Liaisons and coordinating with Imelda regarding 2016-2018 CC Liaisons, and to Jose for updates to the group’s website.