**Communications Strategies for Departmental Course Coordination Liaisons**

1. Create or use OpenLab sites for coordination of a specific course or groups of courses

Ex: Alexander to provide from ARCH

2. Create a list of course coordinators and the course they are coordinating; send out via email  
 to all full- and part-time faculty each semester

3. Post that list on a bulletin board visible to students and faculty and staff, updated each semester

4. Hold a course coordinators meeting in-person on a regular basis and share summary of discussions

5. Set aside time in a department meeting to discuss any updates or questions or comments about  
 coordination

6. Use the department sub-committee structure to discuss concerns/questions/suggestions about  
 course coordination; then ask for a place on the department agenda

7. How do we communicate changes in courses ? and/or procedures?

8. How do open a dialogue w/full- and part-time faculty for the course/s we are coordinating?  
 ex: text selection process / updating materials / updating skills: learning new software

9. Hold a webinar using Blackboard Collaborate and discuss a specific Gen Ed SLO for your course

10. Hold an in-person meeting with course /discipline coordinator and instructors teaching that course

11. Set up an OpenLab discussion for Course Coordinators in your department

12. Use OpenLab to set up a site for faculty who need to update their knowledge or skills in one area by  
 a certain date as a way of accommodating part- and full-time faculty who must become familiar with   
 a new process to be able to teach the knowledge or skill required by the discipline.

13. Communicate effective assessment strategies and point faculty to resources that will enhance the   
 the Gen Ed experience ie: OpenLab High Impact Practices, Place-based tools, sample assignments

Brainstorming session with Gen Ed Course Coordination Working Group

Susan Phillip, Alexander Aptekar, Delowar Hossain, Jose Reyes Alamo, Gretta Fernandes, Pam Brown, Julia Jordan

March 13, 2015