

## November 20, 2015 Gen Ed Meeting

## Course Coordination Working Group Agenda

1. October 30, 2015 meeting minutes prepared by Nathan
2. Minutes from the Department CC Liaisons meetings with the Deans

October 29 School of Arts and Sciences, Interim Dean Justin Vazquez-Poritz  
 Julia Jordan and Lufeng Leng facilitated / recorded the SoAS meeting.

November 5 School of Technology and Design, Dean Kevin Hom  
 Maria Bilello will facilitate and Jose Reyes Alamo will record the SoTD meeting

November 12 School of Professional Studies, Dean David Smith  
 Renata Ferdinand will facilitate and Susan Phillip will record the SoPS meeting

3. Workshop Report Forms and Workshop Surveys Report
4. Gen Ed Course Coordination Working Group Site upgrade at  
<https://openlab.citytech.cuny.edu/gened/working-groups/course-coordination/ccdocuments>
5. Invite part-time and fulltime faculty to participate in City Tech Gen EDGE “Knowing Brooklyn” initiative and to visit the L4 site and share the best practices/assignments using the *Activity Template* provided on the site that can be found on Faculty Common landing page or at <https://openlab.citytech.cuny.edu/14/>.
6. Reminder:

**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.

**Tasks:**

Fall 2015 –

Implement Gen Ed professional development workshop w/ all part- and full-time faculty  
 Participate in a progress report meeting with Liaisons and School Dean (October)  
 Report to Gen Ed Committee on progress /CC liaisons-presentation on Best Practices (November)

Spring 2016 –

Work with the department to choose a new liaison and course to continue work  
 Present the results of your CCL GenEd workshop in Spring 2016 (TBD) to CCL across disciplines: what works / what challenges / how to continue useful efforts  
 Participate in Spring 2016: March TBD progress meeting with school CCLiaison  
 REPEAT .... Steps from spring 2015 ...

Next Meeting: December 11, 2015