Dear \_**LIAISON NAME**\_,

This is \_**YOUR NAME**\_\_. I have been assigned as your GenEd Course Coordination Support Team Member.

As the Course Coordination Liaison of your Department, you have several activities to fulfill for 2016-2018 Course Coordination cycle.

My job is to help you better understand the Course Coordination process. For that reason I would like to schedule a one-on-one session with you to go over the process.

The main activity for the month of October is planning the workshop for Spring 2017 followed by a college-wide Dean’s progress meetings where you will share your plans.

**{CHOOSE THE CORRESPONDING MEETING OF THE LIAISON’S SCHOOL}**

For the **School of Technology and Design** the Dean's progress meeting is scheduled on Thursday October 27 from 12:45pm to 2:15pm in room V-806.

For the **School of Professional Studies** the Dean's progress meeting is scheduled on Thursday November 3 from 12:45pm to 2:15pm in room N-621.

For the **School of Arts and Sciences** the Dean's progress meeting is scheduled on Thursday November 10 from 12:45pm to 2:15pm in room N-321.

Some suggestions you may want to follow when planning your workshop are:

* Identify one Gen Ed Student Learning Goal
* Decide what topic the Spring 2017 Workshop will address (what learning principle and learning strategy from Train-The-Trainer Workshop text, chapters 3, 4, or 6)
* Identify mechanisms to assess the learning strategy
* How, when and to whom will the workshop be delivered (online, in-person, to full-time faculty only, to adjuncts only?)
* Complete the Effective Design Workshop Worksheet and bring it to Dean’s progress meeting

You may find the ideas and resources for your workshop on the following website:

<https://openlab.citytech.cuny.edu/gened/working-groups/course-coordination/workshop-resources/>

The next step would be to schedule a time when we can talk about your plans before the Dean's progress meeting. Our one-ne-one meeting should be brief and can be in-person or online depending on our availability. I will appreciate if you could let me know your availability so we can set the time and date. Please, don’t hesitate to contact me if you have any questions.

Sincerely,

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