

School of Professional Studies and Gen Ed Course Coordination Liaisons Working Group

Agenda for March 26, 2015

12:45pm	Arrival to Namm 621
1:00pm	Dean's Welcome
1:05pm	Report format
1:10pm	Discussion
1:30pm	Share out
1:45pm	Strategies: how to shape coordination efforts in your department? What was useful from Gen Ed Day and/or Effective Workshop Design?
2:00pm	Next Steps: work with your dept. chair, faculty, staff to complete tasks

**Today's Objective:**

Discuss progress you are making in working with your department on Spring 2015 tasks:

- a. Is there a written description of the responsibilities of course/discipline coordinator?  
If not, what is your process for developing them in your department / discipline?  
How is course/discipline coordination valued in your department? Annual evaluation?
  - b. What course have you chosen? What one Gen Ed SLO are you considering?
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- c. What kind of professional development gathering are you considering for fall?
  - d. What are you doing to align part- and full-time faculty access to resources?
  - e. What strategies will you use to communicate with part- and full-time faculty?

**Resources:** Gen Ed Course Coordination Working Group member  
Gen Ed Arts and Sciences Working Group members  
Gen Ed Department Assessment Representatives  
OpenLab Co-Directors and Community Team (Living Lab assignment template)

**DUE: Complete progress report by Wednesday, April 16, 2015 using format provided**  
Email it directly to Maria Bilello, [mbilello@citytech.cuny.edu](mailto:mbilello@citytech.cuny.edu)

**Course Coordination Participants:**

David Smith, Dean and Convener  
Maria Bilello, Facilitator for Gen Ed  
Renata Budny, Recorder for Gen Ed  
Eric Lobel, Radiologic Technology and Medical Imaging  
Avis Smith, Restorative Dentistry  
Joseph Sollecito, Vision Care Technology  
Hon Jie Teo, Career and Technology Teacher Education  
Mery Diaz, Health and Human Services  
Susan Davide, Dental Hygiene  
Josef Bohm, Health Services Administration  
Claire Stewart, Hospitality Management  
Jierong Cheng, Business  
Jeannette Espinoza, Law and Paralegal Studies  
Lisette Santisteban, Nursing  
Celeste Waddy, Nursing

**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 the college's Gen Ed Assessment cycle.