School of Technology and Design and Gen Ed Course Coordination Working Group

Agenda for November 6, 2014

12:45pm Arrival

1:00pm Dean’s Welcome

1:05pm Introductions around the table

1:10pm Purpose: Review Course Coordination and Charge Liaisons

1:12pm What are the common characteristics of course coordination?

1:15pm process: Think – Pair – Share

1:25pm Summarize: Common Characteristics

1:30pm Next Steps: share with department /chair, faculty, staff

1:40pm Gen Ed Committee Charge: Course Coordination Liaisons

1:45pm – 2:00pm Discussion and end notes / Gen Ed Com. report on Nov. 21st

**Today’s Objective**:

Review broad definition of course coordination developed by the School Curriculum Review Committee \*

1.3 Course Coordinator

Every course will be assigned a Course Coordinator(s). Course coordination may be assigned to an individual or group of individuals. The Course Coordinators are responsible for the quality of course documents, maintaining currency of curriculum, and oversight of all faculty teaching that course. They are also integral to the review process, as they will be preparing the initial evaluation for each course that is up for review and providing the documentation to the review panel. (p.3 School of Technology and Design Curriculum Review Process, Draft, May 15, 2104 version 7)

**Course Coordination Participants:**

 Kevin Hom, Dean and Convener

 Julia Jordan, Facilitator for Gen Ed

 Alexander Aptekar, Facilitator for Gen Ed

 Jose Reyes Alamo, Recorder for Gen Ed

 Maria Bilello, Recorder for Gen Ed

 Steven Brodeur, Communication Design/Mgt.

 Jason Montgomery, Architectural Technology

 Yu Wang, Computer Engineering Technology \*

 Doug Moody, Computer Systems Technology

 Hamidreza Norouzi, Construction Management and Civil Engineering Technology \*

 Delowar Hossain, Electrical and Telecommunications Engineering Technology

 Kevin Patton, Entertainment Technology

 Catherine Cullen, Environmental Control Technology \*

 Ozlem Yasar, Mechanical Engineering Technology \*

**Reference:**

 Websters Definition of Coordination:

 *the process of organizing people or groups so that they work together properly and well*