**New York City College of Technology, (CUNY)**

**School of Professional Studies General Education**

**Course Coordination Liaisons Meeting**

**Minutes of November 12, 2015 Meeting**

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| First Name | Last Name | Department |
| David | Smith | Dean, School of Professional Studies |
| Jierong | Cheng | Business Excused |
| Hon Jie | Teo  Represented by William Edward Roberts | Career Technology and Teacher Education |
| Claire | Stewart | Hospitality Management |
| Susan | Davide  Represented by Maria Bilello | Dental Hygiene |
| Josef | Bohm | Health Services Administration |
| Mery | Diaz | Health and Human Services N/S |
| Jeannette | Espinoza | Law and Paralegal Studies |
| Lisette | Santisteban | Nursing |
| Celeste | Waddy | Nursing |
| Eric | Lobel | Radiologic Technology N/S |
| Avis | Smith | Restorative Dentistry |
| Joseph | Sollecito | Vision Care Technology |
| Renata | Ferdinand | English, Facilitator |
| Susan | Phillip | Hospitality Management, Recorder |
| Julia | Jordan | Faculty Commons |

Renata Ferdinand convened the meeting at 12:50pm

Participants introduced themselves.

Dean Smith addressed the group on the importance of course coordination and announced that a five-year curriculum cycle for SPS would soon be in place with the goal of “continuous improvement.”

Renata Ferdinand reviewed the role of Course Coordination Liaison.

Liaisons reported on the course they chose to use as a model for furthering General Education goals and progress to date:

Avis Smith (RESD 1111, RESD 1211, RESD 2311, RESD 2411) Reported on his response to the inconsistencies in the transfer of knowledge to students revealed in annual evaluation/assessment of student techniques in three classes in Restorative Dentistry. After inviting instructors and CLTs to discuss the inconsistencies in student performance, he designed a plate that moves from zero to 30 degrees to be used as a guide for setting dentures, thereby improving students’ techniques and assessment results.

Jeanette Espinoza (Law 1101) reported on successfully creating a uniform syllabus with Gen Ed SLOs, standardized assignments and exams for this introductory course. She had the additional task of ensuring that the exams and assessment rubrics meet the assessment requirement for Law and Paralegal’s accreditor, the American Bar Association (ABA). The exams will be given at the end of the Fall 2015 semester.

Joseph Bohm (all HAS courses) reported on creating Gen Ed experiences in courses in Health Services Administration, 80% of which are taught by adjuncts. He is exploring new content for one course, including a Webinar component. Prof Bohm said that there is disagreements on the definition of course coordination, but that the process of planning a workshop and reviewing the course prompted him to renew his own idea of course coordination.

Celeste Waddy and Lisette Santisteban (NUR 4010)reported on the successful integration of Gen ED SLOs into all courses in the Nursing’s AA program with the goal of doing same in the BS program. The instructors suggested that highlighting the requirements of accreditation was one of the strategies used to complete the goals.

William Edward Roberts (all CTTE courses) shared that his role included reviewing Career Technology and Teacher Education courses that that had not been taught since 2003 and revamping them to meet current New York state standards. He standardized syllabi and included Gen Ed SLOs.

Maria Bilello (DEN 1100) represented Susan Davide, and reported on successful efforts to better integrate adjuncts into the Dental Hygiene department. Having completed this first step, a next important goal is to create techniques to improve calibration skills.

Joseph Sollecitio (VCT1101; VCT1105) updated Vision Care’s introductory course to reflect new technology and new products in the industry, creating new outline, assignments, and assessment tools.

Claire Stewart (HMGT1102) reported on developing a Gen Ed assignment that encourages critical thinking as students investigate the ethics of food purchasing within the HM industry. The assignment will be piloted this fall and adopted in all sections of the course in spring 2016.

Susan Phillip (HMGT 3502) reported on the process of getting faculty feedback and input in changing this research seminar course by first asking questions via email and using the feedback to create an action agenda for an in-person meeting.

Dean Smith reviewed L4: Living Lab Learning Library, a resource exchange for teaching. He also promoted the new Gen Ed educational theme “Knowing Brooklyn.”

Renata Ferdinand thanked the participants for sharing their progress. She announced next steps:

* Email CC Liaison Workshop reporting form due November 6th to your Gen Ed CC LiaisonWorking Group Questions? email Renata Budny rbudny@citytech.cuny.edu
* Consider renewing for 2 more years as department CC Liaison or ‘pass the baton’ in conversation with department chair by early Feb. New 2-yr cycle begins fall’16
* Present the results of your CCL Gen Ed 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 CC Liaisons

Meeting adjourned at 2:02 pm

Submitted November 17, 2015