

Gen Ed Course coordination working Group

March 13, 2015

AGENDA

DEAN'S MEETINGS:

School of Technology and Design	Thurs., March 19th, 12:45pm-2:15pm	<u>Voorhees 806</u>	Dean Hom, Liaisons & Gen Ed CC WGroup
School of Professional Studies	Thur., March 26th, 12:45pm-2:15pm	<u>Namm 621</u>	Dean Smith, Liaisons & Gen Ed CC WGrp

Dean's Meeting - Objectives:

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?

WHAT SUPPORT LOOKS LIKE

How can working groups support liaisons?

Mini workshop – about the workshops

- Review the charge and dissect the charge
- Review Template
- Do mini version
- Review pre- during – post workshop template

Template completed by Thursday April 30

Report out at last Gen Ed meeting May 15

SubGroups:

- **Developing Communication Strategies**  
(Full and Part-time faculty)
- **Departmental Awareness & Alignment**  
(Gen Ed rep, Course Coordination Liaison & Assessment rep)

GEN ED MEETINGS: April 24, 2015

May 15, 2015