

New York City College of Technology
GEN ED COMMITTEE
Course Coordination Working Group
Minutes

Friday, March 13, 2015

Committee Members:

Present.

Alexander Aptekar	Architectural Technology	AAptekar@CityTech.Cuny.Edu
Nathan Astrof	Biological Sciences	NAstrof@CityTech.Cuny.Edu
Maria-Elena Bilello	Dental Hygiene	Mbilello@CityTech.Cuny.Edu
Pamela Brown	Associate Provost	PBrown@CityTech.Cuny.Edu
Marta Effinger-Chrichlow	African-American Studies	MEffinger@CityTech.Cuny.Edu
Asm Delowar Hossain	Electrical Engineering Technology ETET	AHossain@CityTech.Cuny.Edu
Jennett Ingrassia	Radiologic Technology	JIngrassia@CityTech.Cuny.Edu
Gretta Fernandes	Health and Human Services	GFernandes@CityTech.Cuny.Edu
Kara Pasner	Vision Care Technology	Kpasner@citytech.cuny.edu
Susan Phillip	Hospitality Management	SPhillip@CityTech.Cuny.Edu
Benjamin Shepard	Health and Human Services	BShepard@CityTech.Cuny.Edu
Jose M. Reyes Alamo	Computer Engineering Technology	JReyesAlamo@CityTech.Cuny.Edu

Absent/Excused:

Renata Budny	Restorative Dentistry	RBudny@CityTech.Cuny.Edu	RBudny@CityTech.Cuny.Edu
Renata Ferdinand	English	RFerdinand@CityTech.Cuny.Edu	

Tasks for the day:

1. Discuss Support for Course Coordination Liaisons.

- Brainstorming group 1: Created a list of 13 communication strategies to support the liaison's efforts (see attached).
- Brainstorming group 2: A discussion regarding strategies that will create departmental awareness and alignment to support the purpose and value of the work of the course coordination liaison and both department Gen Ed and Assessment representatives resulted in a suggestion to create a concept map as a visual representation of the work and value of each member.

2. Announce dates, times, and locations of the Dean's Meetings with departmental course coordination liaisons.

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

Objectives of the CCLiaisons school-wide March progress meetings:

- Discuss progress in the development of a written description of the responsibilities of course/discipline coordination
- Determine course and Gen Ed SLO being considered for fall 2015.
- Discuss the type of professional development gathering being considered for the fall.
- Discuss resources available to align part- and full-time faculty.
- Discuss useful communication strategies to align part- and full-time faculty.

Members of the Gen Ed Course Coordination working group are invited to attend these Dean's Meetings. Please contact Maria with your availability.

Reported summary of progress to the Gen Ed Committee by Maria Bilello.

Upcoming Gen Ed Meetings: Friday April 24, 2015 & Friday May 15, 2015