

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

Friday, April 24, 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
Renata Ferdinand	English	RFerdinand@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@C
Asm Delowar Hossain	Electrical Engineering Technology ETET	AHossain@CityTech.Cuny.Edu	

Minutes Working Group

1. Status of Departmental Course Coordination Liaison's(CCL) report:
 Maria Bilello reported that 25 of the 28 departmental reports were received by April 16th and the 3 departments have been contacted by their assigned Gen Ed Working Group committee member to support them in completing their progress report. The report form is attached with the minutes.

Congratulations to all working group members for a job well done.

2. You will be asked to respond to the above suggestions via email on or by May 11th
3. Associate Provost Brown asked the group to think about our 'Next Steps'.
 Suggestions:
 - How will you support your liaisons in the development of their workshops
 - Set date: Sept. 10, 2015, for CCL submission of their workshop design template
 - Consider another January CCLiaison event to share outcomes of liaison workshops
 - Develop an email draft to CCL re: suggestions and finalize at our May 15th meeting
 - Send out to all CCL as Next Steps; include October check-in Schools meeting
4. May 4th N227 3pm you are welcome to join Maria Bilello to collate the CCL progress reports

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

Upcoming Gen Ed Meetings: Friday May 15, 2015