**Friday, December 11, 2015**

Committee Members

**Present:**

|  |  |  |
| --- | --- | --- |
| Navid Allaverdi-Pur | Construction Management | NHajiAllahverdiPur@citytech.cuny.edu |
| Alexander Aptekar | Architectural Technology | AAptekar@citytech.cuny.edu |
| Nathan Astrof | Biological Sciences | Nastrof@citytech.cuny.edu |
| Pamela Brown | Associate Provost | PBrown@citytech.cuny.edu |
| Renata Budny | Restorative Dentistry | RBudny@citytech.cuny.edu |
| Renata Ferdinand | English | RFerdinand@citytech.cuny.edu |
| Gretta Fernandes | Human Services | GFernandes@citytech.cuny.edu |
| Jennett Ingrassia | Radiologic Technology and Medical Imaging | JIngrassia@citytech.cuny.edu |
| Julia Jordan | Hospitality Management | JJordan@citytech.cuny.edu |
| Kara Pasner | Vision Care Technology | KPasner@citytech.cuny.edu |
| Susan Phillip | Hospitality Management | SPhillip@citytech.cuny.edu |
| Jose. M. Reyes Alamo | Computer Engineering Technology | JReyesAlamo@citytech.cuny.edu |
| Maura Smale | Library | MSmale@citytech.cuny.edu |

**Absent/Excused**

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| --- | --- | --- |
| Maria-Elena Bilello | Dental Hygiene | Mbilello@citytech.cuny.edu |
| Asm Delowar Hossain | Electrical and Telecommunications Engineering Technology | AHossain@citytech.cuny.edu |

**Minutes Working Group**

**Tasks**

1. The group accepted the minutes of November 20, 2015.
2. Fall 2015 progress report was presented to Gen Ed Committee by Renata B.
3. *Thank you* email is ready to be delivered to the Department CC Liaisons by December 18, 2015 -template created by Kara
4. Gen Ed CC Working Group website and documents were downloaded and organized by Jose
5. Susan & Gretta volunteered to draft *Thank you letter* templates by February 1, 2016
6. CC Working group is encouraged to join and invite part-time and fulltime faculty to participate in CityTech GenEDGE – Knowing Brooklyn initiative and to visit the L4 site and share the best practices/assignments using the Activity Template provided on the site.