

School of Arts and Sciences and Library and Gen Ed Course Coordination Liaisons Working Group

Agenda for March 12, 2015

12:45pm	Arrival to Namm 321
1:00pm	Dean's Welcome
1:05pm	Report format
1:10pm	Discussion
1:30pm	Share out
1:45pm	Strategies: how to shape coordination efforts in your department? What was useful from Gen Ed Day and/or Effective Workshop Design?
2:00pm	Next Steps: work with your dept. chair, faculty, staff to complete tasks

Today's Objective:

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?

Resources: Gen Ed Course Coordination Working Group member
Gen Ed Arts and Sciences Working Group members
Gen Ed Department Assessment Representatives
OpenLab Co-Directors and Community Team (Living Lab assignment template)

DUE: Complete progress report by Wednesday, April 16, 2015 using format provided
Email it directly to Maria Bilello, mbilello@citytech.cuny.edu

Course Coordination Participants:

Karl Botchway, Dean and Convener
Maria Bilello, Facilitator for Gen Ed
Renata Ferdinand, Recorder for Gen Ed (invited)
Stephen James, African American Studies
Jeremy Seto, Biological Sciences
Peter Spellane, Chemistry
Julian Williams, English
Denise Scannell, Humanities / Sandra Cheng, Humanities
Nadia Benakli, Mathematics
Lu Feng Leng, Physics
Jean Hillstrom, Social Science
Anne Leonard, Library

Role of Course Coordination Liaison within the department and school and across the College

Liaison Charge: 2 year commitment as part of a continuous cycle of defining, delivering, refining, and sharing effective course coordination practices with the School and Gen Ed Committees

Long-term Goal: Design a college-wide framework that supports course coordination, integrates selected Gen Ed SLO/s in each course, and review the process on a cyclical basis in sync with the college's Gen Ed Assessment cycle.