

## Thank you for your participation in the Effective Workshop Design workshop led by Living Lab Gen Ed Directors

---

**From:** Julia Jordan  
**To:** Astrof, Nathan; Benakli, Nadia; Budny, Renata; Goetz, Tanya; Matthews, Anna; McCullough, John; Moody, Douglas; Phillip, Susan; Shepard, Benjamin  
**CC:** Donsky, Mary Sue; Reitz, Jonas  
**Date:** Thursday – March 5, 2015 4:33 PM  
**Subject:** Thank you for your participation in the Effective Workshop Design workshop led by Living Lab Gen Ed Directors  
**Attachments:** TEXT.htm; CCLiaison Charge\_Course Coordination Fall 2014.docx

---

*If you are a Living Lab Course Change or Communications Leaders or part of the Gen Ed Course Coordination Working Group, this is an FYI only.*

*Do all get home safely. See you likely tomorrow or next week. Julia*

*Dear Course Coordination Liaisons,*

Thank you for your participation in the **Effective Workshop Design** workshop.

There is a lot to think about when you are leading a gathering (meeting/workshop/discussion/etal) of your peers.

Defining a clear goal is an integral ingredient in planning, producing, reflecting on and adjusting for future times.

And for sharing your thoughtful reflections. We'll bring them to your school progress meeting (see

Liaisons tasks for Spring 2015 attached)

Next steps: Participate in your School progress meeting on the following confirmed date ... write it down please ... see you there!

**SoAS, Thur., March 12th,12:45pm–2:15pm in Namm 321 School of Arts and Sciences Liaisons will meet w/Dean Botchway & Gen Ed CC Wkg Group**

**SoTD, Thur., March 19th,12:45pm–2:15pm in Voorhees 806 School of Technology and Design Liaisons will meet w/Dean Hom & Gen Ed CC WGroup**

**SoPS, Thur., March 26th,12:45pm–2:15pm in Namm 621 School of Professional Studies Liaisons will meet w/Dean Smith & Gen Ed CC WGrp.**

A Hearty Thank you to Jonas Reitz(MAT)and May Sue Donsky(LAW) of Living Lab, for leading us through a fine model of how effective workshops are designed.

*Julia, On behalf of the Gen Ed Course Coordination Working Group of the General Education Committee*