December 16, 2016 Gen Ed Meeting

**Gen Ed Course Coordination Working Group Agenda**

1. Approval of November 11, 2016 meeting minutes (prepared by Nathan)
2. Reflections and feedback:
* Collection of Effective Design Workshop Worksheet forms

Where do the CCLs stand in designing their workshops?

What form of gathering are CCLs planning?

Will FT & PT faculty be engaged in the workshops?

Etc.

1. Discussion:
* How can we support our Department CCL Liaisons?
* Tools available and tools still needed to support Department CC Liaisons
1. Planning for February, 2017:
* We will be reaching out to Department CCLs and offer assistance in conducting the Effective Design Workshops.
* We will provide Department CCLs with *Workshop* *Report Form* and *Faculty Survey* to be send back to us once workshops are completed.
1. Developing Brooklyn Bridges theme
2. Thank You to our working group for hard work, dedication, collaboration, participation in *Bridging the Gap* workshops and support for Gen Ed and CCLs.

**Activities carryover:**

L4 - Share your best practices/assignments using the *Activity Template* <https://openlab.citytech.cuny.edu/14/>

**Recap:**

**Gen Ed CC Working Group website**

<https://openlab.citytech.cuny.edu/gened/working-groups/course-coordination/>

**Gen Ed CC Working Group Documents:**

<https://openlab.citytech.cuny.edu/gened/working-groups/course-coordination/ccdocuments/>

**Next Meeting: February 10, 2017**

**2017 Spring Gen Ed Meetings:**

February 10

March 17

April 21

May 12