

**New York City College of Technology, (CUNY)
School of Arts and Sciences and the Schwerin Library
Course Coordination Liaisons Meeting
Minutes of April 14, 2016 Meeting**

First Name	Last Name	Department
Stephen	James	African American Studies,
Jeremy	Seto	Biological Sciences
Peter	Spellane	Chemistry
Julian	Williams	English
Denise	Scannell	Humanities (fellowship leave)
Sandra	Cheng	Humanities
Nadia	Benakli	Mathematics (meeting conflict)
Grazyna	Niezgoda	Mathematics
Lufeng	Leng	Physics
Stephane	Boyle	Social Sciences
Anne	Leonard	Library (fellowship leave)
Nora	Almeida	Library
Justin	Vazquez-Poritz	School of Arts and Sciences
Gen Ed Course Coordination Working Group		
Renata	Ferdinand	English, Facilitator
Susan	Phillip	Hospitality Management, Recorder

Renata Ferdinand convened the meeting at 12:50pm

Julian Williams, representing Justin Vazquez-Poritz, who was attending a meeting with President Hotzler, called the meeting and apologized on behalf of the Dean for his absence. Speaking for Dean Vazquez-Poritz, Dr. Williams thanked the course coordinators who renewed their service and welcomed the new ones. Course coordination was about “community” and not an “isolated room disconnected from the College Community” Dean Vazquez-Poritz said through Julian Williams. He noted that the course coordination framework should be approached with “flexibility” for each discipline and added that it must be intertwined with assessment. He said that it was also important that adjuncts be welcomed in the process and that it was important to foster and “environment of inclusion.” The Dean later attended the meeting briefly and repeated similar words.

Renata Ferdinand distributed welcome packages to new course coordinators, reviewed the role of Course Coordination Liaison and highlighted the importance of course coordination, General Education and assessment working together. Following this, she invited participants to introduce themselves.

Course coordinators discussed approaches, challenges and best practices of course coordination:

Julian Williams said that anger and frustrations were initially voiced due to the larger number of faculty, adjuncts and divisions in the English department but that after a lot of follow up,

communication and perseverance, the department was creating a course coordination framework.

New as a course coordinator, Stephane Boyle voiced concern about dealing with the different areas of Social Sciences. She was also concerned about assessment and was advised by Susan Phillip to meet with her department's assessment liaison and briefly discussed their roles. Stephen James offered support by reporting his positive experience with the assessment of AFR 1130 (African Folklore). He also discussed the use of OpenLab for discussion and sharing resources.

Peter Spellane discussed how course coordination efforts led to better and more original lab reports in CHEM 1210 (General Chemistry II), and in CHEM 2223 and CHEM 2323 (Organic Chemistry I and II).

Lufeng Leng discussed uniform lab finals for PHYS 1111 and PHYS 1112 (Principles of Science I and II) for PHYS 1117 and PHYS 1118 (Astronomy I and II) and for PHYS 1433 and PHYS 1434 (General Physics I and II). Grades for all courses and all sections are reported, tracked and shared with corresponding faculty members. Exchanging exams and providing feedback is encouraged for all courses, and are currently practiced in some.

Jeremy Seto offered that course coordinators in Biological Sciences were now successfully sharing resources.

All agreed with Julian Williams that the course coordination "conversation had to start" and that course coordination, in conjunction with Gen Ed and assessment, in the words of Dean Vazquez-Poritz, is about "graduating students who meet standards" and can have "productive lives."

Meeting adjourned at 2:15 pm
Submitted