

**New York City College of Technology
GEN ED COMMITTEE**

**Course Coordination Working Group
Minutes**

Friday, October 2, 2015

Committee Members

Present:

Nathan Astrof	Biological Sciences	Nastrof@citytech.cuny.edu
Pamela Brown	Associate Provost	PBrown@citytech.cuny.edu
Renata Budny	Restorative Dentistry	RBudny@citytech.cuny.edu
Renate 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
Susan Phillip	Hospitality Management	SPhillip@citytech.cuny.edu
Jose. M. Reyes Alomo	Computer Engineering Technology	JReyesAlamo@citytech.cuny.edu
Maura Smale	Library	MSmale@citytech.cuny.edu
Navid Allaverdi-Pur	Construction Management	NHajiAllahverdiPur@citytech.cuny.edu

Absent/Excused

Alexander Aptekar	Architectural Technology	AAptekar@citytech.cuny.edu
Maria-Elena Bilello	Dental Hygiene	Mbilello@citytech.cuny.edu
Asm Delowar Hossain	Electrical and Telecommunications Engineering Technology	AHossain@citytech.cuny.edu
Kara Pasner	Vision Care Technology	KPasner@citytech.cuny.edu

Minutes Working Group

Tasks

A question was raised regarding the development of an information repository for important working group documents. Also, the group was reminded of their individual liaisons, and encouraged to establish contact to facilitate workshop planning. In addition, the group edited a template letter to the liaison regarding the upcoming workshops and the work that will be conducted for the remainder of the year.

Reported Summary of Progress to the Gen Ed Committee by Nathan S. Astrof

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Committee members should check to see which departmental liaison they are assigned to. They should send a short email to re-acquaint the liaisons with the work of the committee, and to check on the planning of the workshop, scheduled for October-2. If committee members do not receive a response, they should inform Renata ASAP.

October 23 is the Living Lab Symposium in N119. It will include an active workshop, discussion of interdisciplinary classes and a launching of L4. Faculty can have an assignment added to the repository. Coffee is served at 8:30 with the symposium beginning at 9:15.