**New York City College of Technology**

**IDS Committee**

September 21, 2023

**In attendance**: Monica Berger, Wannet Clyde, Tamrah Cunningham, Sean MacDonald, Reneta Lansiquot, Amanda Almond, Denise Sutton, Gwen Cohen Brown, Laureen Park, Isis Marsh, Ezra Halleck

**Absent**: Candido Cabo

**Excused:** Diana Mincyte (on leave), Olufemi Sodeinde, Christopher Swift, Robert Walliasper

**Meeting start time: 1:00 PM**

1. Approval of minutes from May 8, 2023.
2. Introduced New ID Committee member and Secretary, Isis Marsh
3. Committee volunteers (Gwen Cohen Brown and Olufemi Sodeinde) will review the following course with the aim of determining if ID course meets proper criteria standards.

* **IS 901 D01: Exploring Biodiversity at Newtown Creek through DNA Barcoding,** Instructors: Arden Feil, Allison Mayle, Guest lecturer: Peter Spellane (Chemistry and Biological Sciences)

<https://openlab.citytech.cuny.edu/ids/current-proposals/>

* + Background information: Course initially classified as an "independent study" course. Provost Brown suggested to Reneta and Sean the course enrolled 24 students last May 2023 which is not indicative of an independent study course that typically serves a few numbers of students. Time sensitive issues to launch course may not have diverted the typical governance process.

4. DNA Learning Center

* + - Visit to center does not substitute as a guest lecturer for ID courses
    - Students are not making necessary learning connections between City Tech courses and DNA lab visit without co-faculty instruction material.

5. Course Integrity Working Group, Amanda Almond

* Waiting upon 4 more faculty to complete review of syllabi
* Amanda will send faculty a reminder to complete action
  + - Reneta and Sean will email course evaluation feedback/recommendations to professors on behalf of committee

6. Meeting with Provost Brown, Reneta Lansiquot and Sean MacDonald

* Email Provost Brown to obtain Blackboard access for guest lecturer or observer
  + - * Monica updated [OpenLab FAQs](https://openlab.citytech.cuny.edu/ids/faqs/) with procedural details for obtaining BB access for additional faculty and what information should be included in the email
      * Typically, observer should be given 48-hour access and guest lecturer 2 weeks
    - Guest lecturer compensation details
      * + ID instructors should email syllabus and guest lecturer list to the provost. This information will be uploaded to a shared Dropbox folder for department chairs and COAs/CAAs to access. Follow email format provided on OpenLab. Instructors must verify guest lectures with the relevant department chair/COA/CAA. The department will add these lectures to the monthly Faculty Service Report (FSR). The Provost's Office will coordinate payment in collaboration with AWMO and the department to ensure timeliness.
        + Monica updated compensation information on [OpenLab FAQs](https://openlab.citytech.cuny.edu/ids/faqs/)
* ID report from curriculum committee
  + - * reports only for new ID courses. Monica maintains up to date reports/information on OpenLab site.
      * New course reports should be submitted to provost at the beginning of the year
      * If no new courses send email report to Anne Marie, chair of curriculum stating no new ID courses this academic year.

7. ID Conference: Common Ground: Making Connections in Interdisciplinary Place-Based Learning.

<https://docs.google.com/document/d/172lXFdZLfx_-C_oau8SwiKSSZAey21NxAJOkhvFiK2M/edit#heading=h.ljyr9az377ff>

Committee members needed for the following:

* Denise volunteered to promote conference (create materials with Faculty Commons Design Team intern), and will have design creations to present next meeting
* Still need someone to finalize call for proposal, and draft emails
  + - * Amanda will work on Google submission and registration form and will investigate Whova for presenters to upload content and report back findings next meeting
* select review deadlines, and facilitate review process
* Social events planning, compile list of local accommodations
  + - Presentation various modalities: Abstract 1-page/paper/poster presentation - standardize submissions w/word counts. Lightening talks (5-10 min)/group panels (60 min)/ small panels (20 min). No virtual hybrid availability at this conference.
    - Submission Deadlines: 1st submission deadline Feb. 1 and if needed extended submission deadline to March 1.
    - Deadline for call out to be determined at next meeting
    - Everyone on committee will be assigned to review/judge submissions according to themes alignment
    - Review Process to accept submissions – possibly divide between committee – Amanda will assign reviewers and create rubric for reviewers
    - Let proposers know upfront criteria/rubric – Sean and Reneta will work on criteria and rubric.
    - Social events planning: Robert will compile a list of local events (Robert), including a list of possible tours.
    - Include in the initial call about selecting presenters for possible publishing (book or press books) for the best of the best. All presenters will go to academic works

**Good and Welfare:** Sean announced the upcoming Green Team Initiative Speaker Series dates: October 11, November 8 and 15, 3:00 - 4:00 PM, in the Academic Complex room A-105.

**Meeting Adjourned**: 2:12 PM

**Next meeting:** Thursday, October 19, 1-2 pm via Zoom

**SAVE THE DATE**

**Fall 2023 ID Committee Monthly Meetings**

November 16, December 11