**New York City College of Technology**

**IDS Committee**

Meeting minutes for October 19, 2023

**Attendance:** Reneta Lansiquot, Monica Berger, Wannet Clyde, Tamrah Cunningham, Sean MacDonald, Amanda Almond, Gwen Cohen Brown, Laureen Park, Ezra Halleck, Robert Walljasper, Christopher Swift, Olufemi Sodeinde, Isis Marsh

**Absent:** Candido Cabo, Denise Sutton (excused), Diana Mincyte (excused-on leave)

**Meeting start time: 1:00pm**

1. Approval of minutes from September 21, 2023

* Motion to approve minutes: Tamrah and Gwen seconded. All voted in favor.

1. Discussed recommendation vote for new independent study course

* **IS 901 D01: Exploring Biodiversity at Newtown Creek through DNA Barcoding,** Instructors: Arden Feil, Allison Mayle, Guest lecturer: Peter Spellane (Chemistry and Biological Sciences)
  + Course reviewed by Olufemi and Gwen - both reported course does not meet criteria standards for ID course and presents as a lab course
  + Role of Dr. Spellane not clarified, course lacks project assessment information and co-instructor
  + Motion to vote for new independent study course: Gwen and Chris seconded.
  + All opposed to recommending IS 901 D01: Exploring Biodiversity at Newtown Creek through DNA Barcoding as an ID course.
  + Sean motioned for committee to make specific recommendations for how to proceed.
  + Sean and Reneta will speak to Provost Brown regarding course.

1. Discussed assigning reviewers for new course

* **Interdisciplinary Information Design,** Instructors: Anne Leonhardt, Candido Cabo, Genevieve Hitchings, Jenna Spevak (ARCH with CST and COMD)

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

* + Ezra, Sean, and Tamrah volunteered to review course

1. Discussed Course Integrity Working Group, Amanda Almond

* Sean and Reneta sent emails to professors whose courses were missing guest lecture information for ID course
* Three courses were in question (missing list of guest lecturers)
  + SPS 2000 (professor agreed to send list and rectify issue)
  + History (professor agreed to send list and rectify issue, including in syllabus)
  + Physics of Natural Disasters – (Professor emailed Wannet who agreed to review course)

1. Discussed particulars for the Common Ground: Making Connections in Interdisciplinary Place-Based Learning event

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

Committee members needed for the following:

* Finalize call for proposal, and draft emails,
  + Faculty Commons will help with design, anticipate preliminary design next week
  + Promotional materials are in the works
* Amanda developed and presented the Common Ground: Making Connections submission and registration form to the committee
  + Revisions to form were agreed upon by committee and will be finalized by Amanda
  + Cost of using Whova for presenter to upload content is approximately $2600. Funds are limited and will revisit discussion at next meeting.
  + Monica Berger will report back on comments and interests in conference participation added to the google document.
  + Discussion was had to investigate if a journal would be willing to publish presenters works.
  + Discussed presentation modalities. Decision made to have no posters.
  + Call out for submissions pending official form development
  + Discussed creating list of emails for everyone to share to not duplicate email calls out
  + Each committee member will decide upon three contact to send emails next meeting

Meeting adjourned: 2:08

Meeting minutes recorded by Isis Marsh

**Next meeting:** Thursday, November 16, 1-2 pm via Zoom

**SAVE THE DATE**

**Fall 2023 ID Committee Monthly Meeting**

Monday, December 11