

## School of Technology and Design

### GenEd Course Coordination Liaisons Working Group

#### Meeting with the Dean

#### Minutes - March 19, 2015

Present: Kevin Hom, Jason Montgomery, Yu Wang, Doug Moody, Steven Brodeur, Hamidreza Norouzi, Asm Delowar Hossein, Kevin Patton, Catherine Culler, Ozlem Yasar, Julia Jordan, Maria-Elena Bilello, and José M. Reyes Álamo.

Started: 1:46PM

- Welcome by Dean Hom. Spoke about his experience as an undergraduate and how GenEd helped him to better communicate with others.
- STD Course Coordination definition was handed out.
- Departments need to come up with their definition, consistent with the School. Deadline April 16<sup>th</sup>.
- Worksheet was handed out to help in this definition process.
- Contact your GenEd Support Team Member for help.
- During Spring 2015 Liaisons will select a course they are teaching and an SLO. Then in Fall, Liaisons will give a workshop to other CC in their Department. Will also work with the Assessment Committee. Next Spring, repeat the process.
- Discussion about some of these definitions already in place because of the ABET and Middle States accreditation. These can be re-used or adjusted accordingly.
- The Effective Workshop Design form was handed out to help Liaisons with the development of the workshop.
- CC work must be documented, therefore this initiative.
  - An example of a definition and diagram from the Physics department was distributed.
  - When creating any documents add a footnote with at least the date and department.
- Course coordinators should be teaching the course
  - If they are not teaching it, a rationale must be provided
  - Discussion about coordinating large courses vs small ones
- Review of the list of resources provided in the agenda.

Adjourned 2:00 PM

Minutes submitted by José M. Reyes Álamo.