

2015-11-05 ST&D Course Coordination Meeting

GenEd CC Present: Dean Kevin Hom, Julia Jordan, Maria Bilello, José M Reyes Álamo

CC Liaison Present: Ozlem Yasar, Steve Brodeur, Catherine Cullen, Hamid Norouzi, Yu Wang, Kevin Patton, and Jason Montgomery

Started at 1:01 PM

- 1- Introductory remarks by Dean Kevin Hom
 - a. Stressed the importance of GenEd, gave as an example the Volkswagen case as an example how more than just engineering is needed to be a better engineer/scientist etc. Topics such as work in group and ethics are also very important.
- 2- Review role of Course Coordination Liaison
 - a. Reminded the faculty of the goal of the CC initiative and how this can help all faculty including adjuncts.
- 3- Progress reports by each department Course Coordination Liaison
 - a. Ozlem Yasar (MEC) - reported on her workshop. Mentioned the objectives and the faculty that will be attending. She is the coordinator of 7 different courses and her goal is to improve course coordination in her department. She chose the engineering materials class to implement the changes. She is planning to conduct a survey using the template. Prof. Yasar is having problems getting the adjuncts on-board. Julia referred her to the Faculty Commons GenEd site, where more information can be found.
 - b. Steve Brodeur (COMD) – Planning to repurpose the tools used during the accreditation process as their guide for GenEd. Will have a meeting with the course coordinators and then the coordinators will work with the other faculty.
 - c. Catherine Cullen from ENVV/FM – had the workshop with 5 fulltime faculty attending. Every faculty will be providing help to an adjunct. They reviewed what is GenEd, and how involved with it they are. They will have a follow-up meeting next week. They started with one entry-level course and then will move on with the others.
 - d. Hamid Norouzi CMCE – CC for 4 courses and BTech coordinator. They went through BTech accreditation recently. Because of the criteria they had to satisfy for ABET, they chose ethics for CC. The Dept. is small with respect to faculty but has many adjuncts. They want to train adjuncts to emphasize the ethics component. They had 3 adjuncts and 2 fulltime faculty attend their workshop.
 - e. Yu Wang CET – Announced the workshop during the faculty meeting. Had a workshop this week. The Dept. also had to go through ABET accreditation recently. Showed samples of syllabus to the other faculty and how they can incorporate the GenEd SLO. Several faculty selected skills, planning to add ethics in the future and will merge with the ABET. Fulltime faculty are the CC in the Dept. and will provide the syllabus to the adjuncts.
 - f. Kevin Patton ENT – Works with John McCullough who is in the GenEd committee. Many of the SLO are already present in the courses. Will schedule the workshop in their next faculty meeting. Selected two courses to implement these with the goal to have most of their fulltime faculty present.
 - g. Jason Montgomery Architectural Technology – Each course in the Department has SLO in their syllabus. They are also going through an accreditation process. Has been conducting several mini-workshops. He is the coordinator for 2 courses. Had a meeting in May with several fulltime and part-time faculty, had a follow-up meeting in August. Developed new assessment tools and visual tools to measure student’s development. Will schedule another meeting before the end of the semester. Informally discusses GenEd topics during trip to New Haven. Showed how he uses OpenLab for GenEd purposes and the resources he provides for coordination.
- 4- Summary and future plans
 - a. We can invite part-time and fulltime faculty to visit the L4 site and share the best practices and assignments using the Activity Template provided in the site.
 - b. CityTech GenEDGE – Knowing Brooklyn is an initiative that everyone is invited to participate.
 - c. At the end of June the 2-year CC Liaison term is due. Faculty can continue two more years or pass the baton. Later in Spring faculty will present their results.

Meeting Adjourned at 2:02 PM

Scribe: José M. Reyes Álamo