

**Curriculum and Assessment Committee
Minutes-February 5, 2009**

Date: February 5, 2009 at 11:00 am in the Conference Room

Agenda

1. Approval of December 16 & January 13 minutes
2. Discussion of review schedule for course outlines
3. Approval of SOC 240 & 210
4. Discussion of Business course outlines
5. Other business

Attendance: Seyoum Teshome, Max Voelzke, Janet Hess, Florence Peter, Isabel Vázquez, and Ruth Abbott A quorum was present.

Agenda Item:

Meeting was called to order at 11:17 by Max Voelzke, chair.

1. Approval of minutes for December 16, 2008 and January 13, 2009
 - Dec 16 minutes approved with no changes
 - January 13 minutes approved with no changes
2. Discussion of review schedule for course outlines
 - Role scope and authority needs to be looked at in regards to a review schedule
 - Recommendation was made to take new courses and make a schedule to review them first and then move on to course outlines by department
 - Liberal Arts needs to be broken down into 2 or 3 blocks.
 - A list of all new courses for Liberal Arts, Nursing, and Education will be made up for next week's meeting
3. Approval of SOC 240 & 210
 - 210 was looked at with a suggestion to change prerequisites to C or better for consistency. tabled
 - 240 needs changes in the general outcomes tabled
4. Discussion of Business course outlines
 - Business courses that were tabled on Dec 16 will be looked at for approval at the next meeting.
 - Business outline that are ready for review will be sent out. Outlines that still need work will not be sent out.
5. Other business

- Concern expressed over where approved outlines from last semester are and which ones have been signed.
- Questions raised over what needs to be completed before the WASC visit.
- Chair will send out the finalized outlines that he has.

Meeting adjourned at 12:02

Next meeting: Regularly scheduled meetings are 1st Thursdays, and 2nd and 4th Tuesdays. Next meeting will meet as scheduled on Tuesday, February 10, 2009 at 11:00 in the Conference Room.

Respectfully submitted,

Isabel Vázquez, acting secretary