

**Curriculum and Assessment Committee  
Minutes-February 10, 2009**

Date: February 10, 2009 at 11:00 am in the Conference Room

Agenda

1. Approval of Feb 5 minutes
2. Approval of SOC 240 & 210
3. Approval of Business course outlines submitted
4. Other business

Attendance: Janet Hess, Don Hess, Rosita Capelle, Ruth Abbott, Seyoum Teshome, Max Voelzke, and Isabel Vázquez. A quorum was present.

**Agenda Item:**

Meeting was called to order at 11:10 by Max Voelzke, chair.

1. Approval of minutes for February 5, 2009
  - February 5 minutes approved with changes
2. Approval of SOC 240 & 210
  - Soc 240 and 210 have not been resubmitted for review
3. Approval of Business course outlines submitted
  - BIT 101, BIT 102, BUS121, BUS 181, ECON 110, ICS 103, ICS 105, and ICS 184 were submitted
  - Issue raised over the difference between classifying a course as a business course and an ICS course. The difference between the two is not clear.
  - Courses with checks marking certification will have checks removed since there are no business certificates
  - Question raised over courses having too many linkages to general outcomes (1, 3, and 4). It is not clear how the course meets those outcomes. Those outcomes need to be changed.

**BUS 181**

- Needs clearer SLOs
- voting tabled

**ICS 125**

- Should not be marked as part of a certificate
- Department outcomes need to be accurately tied to course outcomes
- voting tabled

**ICS 184**

- General outcomes need to be linked to department outcomes

- voting tabled

BUS 121 and ECON 110

- approved with changes

4. Other business

- Discussion arose about the creation of subcommittees from the Dev. Ed and Liberal Arts departments to link credit and dev. ed courses for a smoother transition from dev. ed to credit English courses.
- Motion made to create a subcommittee for speech, a subcommittee for reading and writing, and a subcommittee for math with two representatives from each department for each subcommittee. The math subcommittee might have only one representative from credit math. All three would be subcommittees of CAC.
- Motion approved to create the three subcommittees.
- Subcommittees' meeting schedule and roles were discussed
- Role, scope, and authority of CAC needs to be looked at to include the subcommittees.
  
- Student services needs program sheets with course substitutions from the Business Dept. for graduating candidates.

Meeting adjourned at 12:06

Next meeting: Regularly scheduled meetings are 1<sup>st</sup> Thursdays, and 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays. Next meeting will meet as scheduled on Tuesday, February 24, 2009 at 11:00 in the Conference Room.

Respectfully submitted,

Isabel Vázquez