

**Curriculum and Assessment Committee**  
**Minutes-February 24, 2009**

Date: February 24, 2009 at 11:00 am in the Conference Room

Agenda:

1. Approval of Feb 10 minutes
2. Peter Cammish – input re: course numbering, etc.
3. Update on formation of English/Dev and Math/Dev subcommittees
  - a. Name of faculty to report...
  - b. Date of report...
4. Other business

Attendance: Don Hess, Meg Malmberg, John Pagolu, Max Voelzke, Janet Hess, Ellie Hess, Florence Peter, Seyoum Teshome, Ruth Abbott, and Isabel Vazquez. A quorum was present.

**Agenda Item:**

The meeting was called to order at 11:00 am by Max Voelzke, chair.

1. Approval of minutes: 2/10/09
  - Minutes approved with changes. Isabel will complete the changes and forward minutes to cmicom
2. Peter Cammish – input re: course numbering, etc.
  - Peter requests that for institutional research purposes, course numbering consistency be implemented; 3 letter and number course designations
  - Max suggested that IR develop a program that would project potential student enrollment for courses that is based on completed prerequisites for each course. This projected enrollment list would be developed from a student data base for those students that have obtained credit level status.
  - Max will send a directive to IR that students are considered “Credit Level” once they are enrolled in ENG 101, have already taken ENG 101, or had ENG 101 waived. This designation will be used for advisor/advisee assignments, program data requests to meet individual program needs, and class scheduling.
  - Don will investigate the process of a timeline for when credits expire towards the graduation requirement. This will need to be examined at a case by case level.
  - Committee created to determine the data to be requested from IR at the time of program reviews: Don, Ruth, Ellie
3. Update on formation of English/Dev and Math/Dev subcommittees
  - Name of faculty to report... still to be decided pending invitation acceptances
  - Date of report...still to be decided
4. New/old business

- NU 235 is a combination of maternity/newborn and pediatrics topics. Nursing department has raised the issue that if a student completes one part of the course successfully and the other part unsuccessfully, that student be given an incomplete grade and be allowed to enroll the next semester in only the part in need of passing. Upon successful completion, the 2 parts would averaged. CAC tabled request.
- BIT has program changes as suggested in the BIT Program Review, spring 2009. These changes need to be advanced to CAC with required information: rationale, changes, budgets, staffing, and course outlines.
- BIT faculty must use BIT program sheets when advising students. The program sheets must be maintained by advisors. BIT will report before the next CAC meeting, March 5, 2009, on the progress thereof.

- 

Future agenda items:

1. BIT advisory program sheets
2. Subcommittees of CAC (Dev ed/credit for math and English)

Next meeting: Regularly scheduled meetings are 1<sup>st</sup> Thursdays, and 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays.

Meeting adjourned at 12:15 pm.

Respectfully submitted,

Ellie Hess, Recording Secretary