

Curriculum and Assessment Committee
Minutes-March 5, 2009

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

Agenda:

1. Approval of February 24, 2009 minutes
2. Discussion re: Nursing Department request NURS 235
3. Update the document: Suggested Program Review Procedure
4. Discussion of review schedule for course outlines.
5. Other business

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

Agenda Item:

The meeting was called to order at 11:15 am by Max Voelzke, chair.

1. Approval of minutes: 2/24/09
 - Minutes approved with amendments
2. Discussion re: Nursing Department request NURS 235
 - Nursing Department request for NURS 235 Family Health be divided into 2 separate graded areas was reconsidered. Questions posed whether course is following outline since it is not written as two parts; what clinical areas are addressed?
 - Request denied that students be able to retake only section of the course that is failed.
3. Update the document: Suggested Program Review Procedure
 - Wording change: “Two” year review cycle rather than “three” year
 - Document will be sent to CAC members
4. Discussion of review schedule for course outlines.
 - Liberal Arts will revise 100 level courses 2 semesters before Program review is due and 200 level outlines the semester prior to Program review
 - All other programs will review course outlines one semester prior to Program review
 - IR is working on a template for course outlines. CIP codes may be obtained online through a public document
5. Other business
 - BIT will send their program review on March 9 to CAC members for review. Document will be discussed at March 24 meeting.
 - BIT will send to CAC members the approved Program Sheet
 - Clarification will be sent by CAC chair, Max Voelzke, to BIT Department that the BIT program review that was accepted by CAC Spring 2008 implies that BIT department must implement their recommendations for program changes through the appropriate process. Any proposed new courses, certificates, or program changes

must be presented to CAC through the Dean of Academic Affairs and department chair with accompanying descriptor, new course outlines and budgetary implications as outlined in the CAC Role, Scope, and Authority Document.

- Dev Ed will send program review by April 15 for review
- Marshallese Studies course outlines
 - Numerous suggestions have been provided to LA for the course outlines presented at CAC. Outlines tabled until the Marshallese Studies coordinator is hired for Fall 2009. However, Isabel Vazquez will take the suggestions already made and work with Mary Silk and Florence Peter for minimal changes. Mary and Florence will be asked to jointly present the revised outlines to CAC.
 - Concern expressed as to whether the courses would be transferable for a Pacific Course program of study. The courses need to address: student interest, raised standards for instruction, and appropriate supervision of assessment.
 - Program coordinator must hold a M.A. and provide the supervision to help clarify the roles and purposes of the courses in terms of elementary education teacher needs and Pacific identity

Future agenda items:

1. Course outlines
 - Political Science 101 has not been approved

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

Meeting adjourned at 12:30 pm.

Respectfully submitted,

Ellie Hess, Recording Secretary