

**Curriculum and Assessment Committee
Minutes-April 14, 2009**

Date: April 14, 2009 at 11:00 am in the Conference Room

Agenda:

1. Approval of April 2, 2009 minutes
2. Approval of Nursing program sheet
3. Continue consideration of setting a time limit for acceptance of courses for a degree.
4. Other items

Attendance: Jose Dial, Rosita Capelle, John Pagolu, Max Voelzke, Janet Hess, Ellie Hess, Seyoum Teshome, Isabel Vazquez, and Ruth Abbott. Patti Ashland attended in absence of Florence Peter, nursing. A quorum was present.

Agenda Item:

The meeting was called to order at 11:08 am by Max Voelzke, chair.

1. Approval of minutes: 4/2/2009
 - Minutes approved
2. Approval of Nursing Program sheet
 - Credit load requirement for program, 78 credits, is still high and concerns were voiced
 - Science heavy components of Anatomy and Physiology is a 2 semester course and would not feasibly be possible to complete in one semester for the purpose of reducing program credits
 - Concern that MATH 102 Survey of Math was replaced by NURS 101 Math for Nurses and approved December 2007 as a substitute course for General Education math requirement for nurses only. Catalog must be checked that this substitution was made. NURS 101 will be offered every semester
 - Effective date for this program sheet is FALL 2008
 - Program sheet approved for Fall 2008 as stated in the Fall 2008 catalog
3. Continue consideration of setting a time limit for acceptance of courses for a degree
 - When a student retakes a course the policy states that the most recent grade stands
 - No resolution reached at this time
4. Other business
 - English Curriculum subcommittee: Goal is to create a curriculum map for all 4 skill areas, reading, writing, listening and speaking, that will identify when a skill area is introduced, practiced and mastered. There is a suggestion from the committee to create a Marshallese Literacy course since students are not literate in their own language, which makes learning a new language more difficult. It was noted that there is little material available to read in Marshallese.
 - Course outline protocol reviewed: RS&A document of CAC specifies that when a new course outline is introduced, it should be reviewed through the department chair

and the Dean of Academic Affairs before introduction to CAC. Linkages between General Education and Programs must be given careful consideration as to what assessments will be used that form the links.

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 12:05

Respectfully submitted,

Ellie Hess, Recording Secretary