

**Curriculum and Assessment Committee
Minutes-May 7, 2009**

Date: May 7, 2009 at 11:00 am in the Board of Regents Conference Room

Agenda:

1. Approval of April 14, 2009 and April 28, 2009 minutes
2. Consider for approval:
 - ART 103
 - COM 103
 - BUS 101, BUS 181
 - ICS 101, ICS104, ICS 105, ICS 106, ICS 220, ICS 230
3. Other Business

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

Agenda Item:

The meeting was called to order at 11:07 a.m. by Max Voelzke, chair.

1. Approval of minutes:

- 4/14/2009: Approved with changes
- 4/28/2009: Approved

Reminder that the Role, Scope & Authority Document must be reviewed at year's end. CAC members are to review and submit to the chair motions or ideas for consideration at the next meeting.

2. Consider for approval

- ART 103, Art Appreciation, new course, 2 credits
This course is designed for the developmental student
Course outline approved with additions
- COM 103 Introduction to Film Production, new course, 2 credits
This course is designed for the developmental student
Course outline approved with additions
- BUS 101 Introduction to Business
Course outline approved
- BUS 181 Business Law
Course outline approved
- ICS106 Computer Literacy, new course, 2 credits
Linkages to Developmental Education PLO's. Research the course name for adequacy.
Course outline tabled
- ICS 101 Introduction to Microsoft Office
Add prerequisite ENG 86/88 or placement
Linkages need to be verified for content
Course outline tabled

Discussion that a comprehensive review of the course outlines that were tabled and still need to be reviewed will be assigned to individual CAC members. This review is expected to be completed before the next meeting on May 12, 2009 when the outlines will again be discussed.

ICS 106: Ellie

ICS 104: Janet

ICS 220: Max

ICS 101: Meg

ICS 230: Joe

ICS 105: Isabel

3. Other business

- Joe Dial led a discussion concerning a uniform system for course designations that would have a 4 letter and 3 number system. Since CAC has just implemented the system now in effect, perhaps this is not of pressing concern at this juncture.

Future agenda items:

1. Program review for Developmental Education and BIT. Program reports for Liberal Arts, Education, and Nursing
2. Pending course outlines
3. Role, Scope & Authority Document review

Next meeting: Regularly scheduled meetings are 1st Thursdays, and 2nd and 4th Tuesdays. A reminder that the meeting for May 12 will be held in the BoR room, beginning at 9 a.m.

Meeting adjourned at 12:10 p.m.

Respectfully submitted,

Ellie Hess, Recording Secretary

