

Curriculum and Assessment Committee
Minutes-May 12, 2009

Date: May 12, 2009 at 9:00 am in the Board of Regents Conference Room

Agenda:

1. Approval of May 7, 2009 minutes
2. Consider for approval:
 - Course outlines: MATH 140, MATH 110
 - Program sheets: Liberal Arts, Education
 - Developmental Education Program Review
 - Program progress reports: Liberal Arts, Education, Nursing
3. Course Outlines: ICS 101, ICS104, ICS 105, ICS 106, ICS 220, ICS 230
4. BIT Program Review

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

Agenda Item:

The meeting was called to order at 9:05 a.m. by Max Voelzke, chair.

1. Approval of minutes:
 - 5/7/2009: Approved
2. Consider for approval
 - MATH 110 College Algebra, 3 credits
 - Course outline approved
 - MATH 140 Pre-Calculus, 3 credits
 - Course outline approved
 - Liberal Arts program sheet
 - Added CMI 101, changed ICS to ICS 101
 - Liberal Arts program sheet approved with changes
 - Education program sheet
 - SPED 160 Introduction to Special Education added as a choice of a course selection
 - Education program sheet approved with change
 - Developmental Education program review presented by Ellie Hess, chair
Developmental Education department
 - Recommendation to create an advisory committee to work with the department. The committee would include membership such as local high school officials, other community college officials, and representation from credit level programs at CMI.
 - Developmental Education Program Review accepted by CAC
 - Liberal Arts progress report presented by Janet Hess, chair Liberal Arts Department
 - Matrix on SLO's is a work in progress and will be continuously added to
 - Liberal Arts progress report accepted
 - Education progress report presented by Max Voelzke, chair Education Department

- Education progress report accepted with suggested changes.

Meeting recess from 11:00 a.m. to 1:00 p.m.

Meeting called to order: 1:15 pm

- Nursing progress report presented by Florence Peter, chair Nursing Department
Use pronouns that specify to whom or to what organization the reference is made
Add timelines to the recommendations
Add edits such as Table of contents and page numbers
 - Nursing progress report accepted with edits to be made with V.P. Meg Malmberg

3. Course outlines

- ICS 101: Introduction to Microsoft Office
 - Outline approved
- ICS 106: Introduction to Computer Basics
 - Outline approved with changes
- ICS 104: Spreadsheets
 - Outline approved with changes
- ICS 105: PowerPoint presentations
 - Outline approved
- ICS 220: Advanced Computer Studies
 - Outline approved
- ICS 230: Visual Basic Programming
 - Outline approved

Future agenda items:

1. Program review for BIT.
2. Role, Scope & Authority Document review

Next meeting: Special Meeting on Tuesday, May 19, 2009, 9:00 a.m. in the BoR room.

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

Meeting adjourned at 3:10 p.m.

Respectfully submitted,

Ellie Hess, Recording Secretary