

## **Curriculum and Assessment Committee: Special Meeting Minutes-May 19, 2009**

Date: May 19, 2009 at 9:00 am in the Board of Regents Conference Room

Agenda:

1. Approval of May 12, 2009 minutes
2. Consider for approval: Business Program Review
3. Consider for approval: Liberal Arts Packet of 100 level courses
4. Review Role, Scope & Authority Document
5. Other Business

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 9:15 a.m. by Max Voelzke, chair.

1. Approval of minutes:
  - 5/12/2009: Approved
2. Consider for approval: Business Program Review
  - Business Program Review presented by Seyoum Teshome
  - Mission should relate to the PLO's
  - Program review should be focused on and be a review of the PLO's
  - Use of data contains inconsistencies that must be reviewed and corrected
  - Recommendation to set up an advisory board for the BIT program
  - Business Program review tabled
    - Ellie Hess and Ruth Abbott will provide guidance to the BIT department and work with them to ascertain needed data, analyze and interpret the data, and complete the report
    - BIT will provide a report to CAC at the August 2009 meeting
3. Consider for approval: Liberal Arts Packet of 100 level courses, 22 courses  
Reminder that catalog submission changes must go to Joe Dial as soon as possible
  - CHN 111 Introduction to Chinese is renamed Chinese I
  - CHN 198 Chinese for Tourists is designated CHN 103
  - JPN 198 Japanese for Tourists is designated JPN 103
  - ENG 198C Wordplay is designated ENG 103
  - All 100 level Liberal Arts courses now have added pre-requisites to reflect developmental education specifications
  - Liberal Arts packet of 100 level courses, 22 courses included, approved
4. Review Role, Scope & Authority document

- Workload discussion for future work: since CMI is off sanctions, new programs may be forthcoming from departments
- Discussion that Dean of Academic Affairs has responsibility for curricular development and integrity of curriculum yet has no vote on CAC
  - Motion made and passed that Dean of AA is a voting member but cannot be chair of CAC
- Membership increased to add a representative from Institutional Research as a non-voting member
- Wording changes suggested
- Bullet point added to RS&A that “Motions will be passed by more than 50% of those present and voting.”
- All changes approved

Future agenda items:

1. Program review for BIT.
2. Role, Scope & Authority Document review (reminder to look at subcommittee creations (Speech, Reading/Writing, and math to be included))

Next meeting: CAC adjourned until August.

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

Meeting adjourned at 12:00 noon

Respectfully submitted,

Ellie Hess, Recording Secretary