

**Curriculum and Assessment Committee
Special Meeting Minutes-January 13, 2009**

Date: January 13, 2009 at 3:30 pm at the ICC, Faculty Orientation site

Agenda:

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

Discussion Items:

The meeting was called to order at 3:35 pm by Max Voelzke, chair.

1. Schedule needs to be prepared by CAC for regular review of course outlines
2. Math/Science Department representative position is open and needs to be filled
3. Program Review format specifications need to be reviewed and approved
4. Discussion was held concerning the role of the new positions for Dean of Academic Affairs and Dean of Faculty and their representation on CAC
5. BIT program review: must be written and submitted this semester Spring 2009
 - How can CAC help the writing process? Meg and Don will work together on preparing and writing a template
 - Should BIT be considered as a program under Liberal Arts department since it lacks a faculty to support a basic program?
 - Seyoum will give Don by January 27, 2009 a progress report
 - Seyoum will send Meg a final copy of BIT program review
6. Each Academic program update, due this spring, must report the progress on recommendations from the program review submitted last academic year
7. Marshallese studies needs a program director
 - Janet will write a job description to present to the dean as soon as possible

Future agenda items:

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

Meeting adjourned at 4:25 pm.

Respectfully submitted,

Ellie Hess, Recording Secretary