

Curriculum and Assessment Committee
Minutes
February 21st, 2011

Date: Monday, February 21st, 11:00, at WH 202

Agenda:

1. Approve Dec.7th Minutes
2. Education 300 level outlines
3. BUS 251
4. Business Department PLO's
5. Math and Science Outlines
6. CMI Toolbox Program

Attendance:

Asokan Vasudevan
Peter Cammish
Max Voelzke
Gary Abbott
Don Hess
John K. Pagolu
Ruth Abbott

Janet Hess
Deborah Nelson
Mary Van Auken
Mike Sutton
Rosita Capelle
Florence Peter
Donna Seppy

Agenda Item:

The meeting was called to order at 11:06 by Peter Cammish.

1. Approve minutes
 - Request removal of 1st paragraph
 - Change date from 2011 to 2010

Gary MOVED to accept the Dec. 7th Minutes with changes. Janet seconded. Motion passed.
2. Education 300 level course outlines
 - a. EDU 313 Literature and Literacy I
 - i. Add CIP13.1305
 - ii. Remove examples from SLO #3
 - iii. Change spacing in course content area and add “.”
 - iv. Janet MOVED to pass with changes. Don seconded. Motion passed.
 - b. EDU 322 Elementary Social Studies
 - i. Underline CIP Bold, typeface
 - ii. SLO #4 add “and implement”
 - iii. Change spacing in course content area and add “.”
 - iv. Don MOVED to accept with changes. Deborah seconded. Motion passed.
 - c. EDU 341 Perspectives of Classroom Management
 - i. Format corrections needed.
 - ii. Don MOVED to approve. Max seconded. Motion passed.
3. BUS 251 Entrepreneurship
 - a. Due to the number of changes, Don will work with Asokan on the outline. Don MOVED to table. Max seconded. Outline tabled.

- A request was made for Guidelines for Course Outline Development be sent to all.
4. Business Department PLO's
 - a. Tabled as we are awaiting the Nov. 23rd Business Department Plan.
Don will meet with Business Studies Department to formulate a plan which is expected to include certificate programs for workforce, and a plan to end the BS in Business studies, and move transfer students to Liberal Arts.
 5. Math and Science Courses Tabled
 6. CMI Toolbox Report by Donna Seppy (Acting VP of Student Life and Student Affairs)
 - a. Job descriptions for Assistant Program Director and evening supervisor both pending.
 - b. Proposed to run Ap-Jul 30 with a quick assessment and then begin again Aug 6
 - c. Assessment to include:
 - i. Retention
 - ii. Progression to 80's level
 - iii. Cost/benefit analysis
 - d. Placement of faculty in Dev. Ed and STEM program if plan is found to be unviable
 - e. Extra time is built into the program to allow for arrivals from the outer islands and to develop relationships
 - f. Gary will add a timeline and resend
 - g. Rosita mentioned the need for a timeline and wants admission requirements spelled out exactly along with selection standards
 7. Program Review Rubric
 - a. Don requests that the Program Review Rubric be revised before the LA Program Review is completed especially the student success section and the student evaluation section.

Future agenda items:

1. BUS 251
2. Liberal Arts Program Review

Next meeting:

Monday, March 7th, 11:00, WH 202

Regularly scheduled meetings are 1st, 2nd and 3rd Mondays.

Meeting adjourned at 12:10 p.m.

Sincerely,

Ruth L. Abbott, Recording Secretary