

**Curriculum and Assessment Committee**  
**Minutes-March 21<sup>st</sup> 2011**

Date: March 21<sup>st</sup>, 11:00 WH 202.

Agenda:

1. Review of Minutes
2. BUS 251
3. CMI Toolbox Program

Attendance:

Mary Van Auken

Florence Peter

Gary Abbott

Asokan Vasudevan

Janet Hess

Max Voelzke

Don Hess

Peter Cammish

Deborah Nelson

Rosita Capelle

Donna Seppy

Mike Sutton

Ruth Abbott

**Agenda Item:**

The meeting was called to order at 11:07 by Peter Cammish.

1. Approve minutes

- Approval of the Minutes, though available, were not reviewed this meeting

2. Course Outline Actions

Ruth moved and Mary seconded that there be only three actions for course outlines:

1. Approve
2. Revise
3. Reject

Motion was passed.

Don moved that all approved/signed outlines since Aug 2010 go to Mary for re-editing.

Ruth seconded. Motion carried.

3. Janet moved to accept BUS 251. Don seconded. Motion passed with one abstention.

4. Toolbox discussion. There followed a robust discussion of the Toolbox Program which included: Concerns about an assessment plan, the purpose of the program. The scope of the program. Admission to the program. Needs assessment was requested and a cost/benefit analysis requested. It was suggested that the program will increase retention. The goal is that 100% of the 60 students will enter at level 2 or higher. Concern was voiced that the community will perceive that some people are receiving special treatment, and that this would be bad.

A clarification was made to the proposal—It should read:

“admissions to include students who score no lower than 5% below level 1 admission score”

Additionally, a name change (to keep this service separate from the Toolbox at Arrak which had vocational education as a component)

Don moved and Janet seconded that the name be changed to “First Semester Enrichment Program.” Motion carried.

5. Alfresco Demonstration

Peter Cammish demonstrated the Alfresco Worksite. Where we can revise drafts of outlines before meetings.

6. LA Program Review needs comments.

Future agenda items:

1. Review of Program Review Rubric

Next meeting:

Next regular meeting April 4<sup>th</sup>.

Regularly scheduled meetings are 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Mondays.

Meeting adjourned at 12:03 p.m.

Sincerely,

Ruth L. Abbott, Recording Secretary