

**Curriculum and Assessment Committee**  
**Regular Meeting**  
**Minutes- September 14, 2010**

Date: September 14, 2010- 11:00 a.m., WH 202

Agenda:

- Review of Minutes
- CAC Timeline
- CAC RSA Document
- BIT Program Review
- Other Business

Present:

- |                   |                    |
|-------------------|--------------------|
| 1. Gary Abbott    |                    |
| 2. Janet Hess     |                    |
| 3. Peter Cammish  |                    |
| 4. Mike Sutton    |                    |
| 5. Rosita Capelle |                    |
| 6. Mary Van Auken |                    |
| 7. Deborah Nelson |                    |
|                   | 8. William Key     |
|                   | 9. Rob Johnson     |
|                   | 10. Ruth Abbott    |
|                   | 11. Florence Peter |
|                   | 12. John Pagolu    |
|                   | 13. Anita Schutz   |
|                   | 14. Erik Zoellner  |

Meeting Called to Order 11:05 am

- Minutes of September 2<sup>nd</sup>. Erik Zoellner's name was corrected. Janet moved the minutes be passed with the change. Mary seconded. Motion passed.
- CAC Timeline. The list of work was presented by Peter who asked for updates. The timeline will be posted on the website. Please check the intranet website for timeline and due dates.
  - Schedule. A special meeting of the CAC was announced. Sept. 21<sup>st</sup> in WH 202. This meeting will be with President Woodbury to discuss the initiatives the President is bringing forward. Including the proposed English Immersion program he wishes to begin in January 2011.
  - Dev. Ed Outlines are due Oct. 15.
  - Dev Ed Program Review due March 15.
  - Counseling Certificate due March 15.
  - New course outlines due Sept 30.
  - Peter will send out a calendar.
- Role, Scope, and Authority
  - The CAC read all the comments sent to Faculty Senate. These were presented anonymously.
  - Additional remarks were sent via e-mail from Don Hess for reading to the committee.
  - A rationale was presented from the Executive Council.
  - No changes were made to the document.
  - Ruth and Deborah will report at the next Faculty Senate meeting.
- BIT Program Review
  - Sharepoint is set up to receive comments. Please track changes and add comments.
  - Comments are due in 1 ½ weeks.
  - Peter will merge comments and resend to CAC for action.
- Mike will produce a sharepoint how-to guide.

The next regular meeting of the CAC will be held September 28<sup>th</sup> location WH 202.

- There will be a special meeting with the President September 21<sup>st</sup> in WH 202.
- Meeting adjourned at 12:02 p.m.

Ruth L. Abbott,

Recording Secretary

Remaining Fall 2010 Meeting Dates

- September 28
- October 7, 12, & 26
- November 4, 9, & 23
- December 2