

**Curriculum and Assessment Committee
Minutes – March 15, 2021 Regular Meeting**

Date: March 15, 2021 (Monday), 11:10 am A.M, in BOR Conference Room

Agenda Item(s):

1. Minutes of Feb 15
2. Welcome GE Chair
3. SLO Maps Assessments (Faculty and CC carry out changes)
4. VCARP and EDU course ID issue
5. Signed Course Outlines.
6. Other Matters

Attendance: 9

present:

Pamela Perkins

Florence Peter

Dako Nating

Rosie Koroï

Rigieta Lord

Adedayo Ogunmokun

Jennifer Seru

Elizabeth Switaj

Oyinade Ogunmokun

Waisiki Baleikorocau

Jomi Capelle

Excused: Meitaka Kendall-

Lekka

Vasemaca Savu

Guests:

Minutes:

The meeting was called to order at **11:20 A.M.** in BOR conference room by Florence Peter, CC chair.

1. Minutes for February 1, 2021 meeting was approved.
2. CC Chair welcomed the new member recently confirmed General Education Chair, Dr Adedayo Ogunmokun.
3. SLO Maps Assessment:
 - . According to the IR report report some SLO plans have not been confirmed. Department chairs are reminded to check the report and make the necessary updates.
 - Academic departments are reminded to submit assessment plans for courses that will be offered in Fall 21 on Nuventive by April 15.
 - For departments that have completed their Program review report and approved, they're expected to be bring course outlines or programs to CC for approval or affirmation. Departments within Cycle 3&4 and 5&6 are also reminded to bring their documents to CC once they complete the program review reporting period.

4. EDU and VCARP department chairs are reminded to bring their course outlines that have the same course code through CC for change before the end of the semester.

- It was also discussed and accepted that for any course credit change or course outline change it is best practice to change the course code as well to avoid transcript issues. The changes should be presented at CC and the registrar to be requested to make the changes accordingly on transcripts.
- SCI 130 and SCI 230 course title issue. It was recommended that a name change to be made to SCI 130, that it be given a Chemistry title.

5. Signed Course Outlines. Copies of fully signed course outlines has been challenged to locate presently. It was suggested that an excel file be created to recorded all active courses, last approved and signed for all departments. The compiled excel to be shared with CC. All course outlines coming through CC for changes or affirmation are to use the new course outline template

Reminders:

- Copies of signed course outlines to be uploaded to CC site.
- Archived courses to be shelved and schedule to be cleared

Other Matters: Business Degree Program.

Business Degree will only award one degree in Business with either specialization. If students choose to do another specialization, the award will be only reflected on their transcript once they complete their 2nd specialization.

Meeting adjourned at 12:05 noon.

Future agenda items:

1. April 5, 2021minutes
2. EDU /VCARP Course Codes issue
- 3.SCI 130/SCI230
4. Archived Course Outlines
6. BUS Program Sheet
7. Others

Next meetings:

Regular Meeting April 5, 2021.

Regularly scheduled meetings are 1st and 3rd Mondays. Next meeting will be on Monday, April 5, 2021.

Respectfully submitted,

Jennifer Seru
Recording Secretary