

**Curriculum and Assessment Committee
Minutes – April 5, 2021 Regular Meeting**

Date: April 5, 2021 (Monday), 11:10 am A.M, in BOR Conference Room

Agenda Item(s):

1. Minutes of March 15
2. LA- ENG Course Outline
3. Other Matters

Attendance: 11 present:

Pamela Perkins
Florence Peter
Dako Nating
Rosie Koroï
Hermon Lajar

Jennifer Seru
Elizabeth Switaj
Oyinade Ogunmokon
Verenaisi Bavadra
Waisiki Baleikorocau
Jomi Capelle

Excused:
Meitaka Kendall-Lekka
Vasemaca Savu
Rigietta Lord
Adedayo Ogunmokon
Sali Andrike

Guest;
Ana Bulavakarua :LA-ENG

Minutes:

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

1. Minutes for March 15, 2021 meeting was approved.
2. Liberal Arts presented ENG course outlines for CC review. Course Outlines presented were as follows:
 - ENG 105
 - ENG 111
 - ENG 112
 - ENG 151
 - ENG 201
 - ENG 211
 - ENG 220

The committee opened and discussed ENG 105 and ENG 111 and made the following recommendation for revision;

- To use and make changes on the latest approved course outlines from 2019
- Change ENG 096 and ENG 099 to ENG 090's or Placement in the prerequisite lines

- Change the Course mode marked from Hybrid to Face-to Face since Hybrid will have to indicate the number of online hours.
- Check for the version # with IR department
- Sub ideas under SLO's to be removed (follow the latest outline version)
- In the Links to Program Learning Outcomes, the Linked PLO numbers to be replaced by the PLO text (add text in the place of PLO number)
- Text of SLO and PLO's to be in the text box.
- In SLO Mapping- link SLO from previous prerequisite of this course (eg for ENG 105 link from ENG 096)

The suggested changes would have to be made to the other LA-ENG course outlines as well. The committee recommended that the LA department will make the necessary revisions and resubmit to CC in the next meeting. The LA department was also requested to share their revisions with the faculty senate.

3. Other Matters

- i. Course Outline reminders were made to Department Chairs in The FACETS Cycle's 1&2 to bring their course outlines to Cc for approval if there are major changes of reaffirmation for minor revisions.
- ii. All presented course outlines should be presented on the latest approved course outline template.
- iii. A suggestion to Department Chairs to consider presenting Course Outlines, Program revisions and Program sheets as a package to CC for approval or affirmation.

Meeting adjourned at 12:05 noon.

Future agenda items:

1. April 19, 2021 minutes
2. EDU /VCARP Course Codes issue
3. SCI 130/SCI230
4. Archived Course Outlines
5. BUS Program Sheet
6. SLO Maps Assessments (Faculty and CC carry out changes)
7. VCARP and EDU course ID issue
8. Signed Course Outlines
9. FACETS Cycle 1 & 2 programs/department course outlines review/reaffirmation

Next meetings:

Regular Meeting April 19, 2021.

Regularly scheduled meetings are 1st and 3rd Mondays. Next meeting will be on Monday, April 19, 2021.

Respectfully submitted,

Jennifer Seru
Recording Secretary