

**Curriculum and Assessment Committee
Minutes –May 3, 2021, Regular Meeting**

Date: May 3, 2021 (Monday), 11:15 am in WH 101, in BOR Room

Agenda:

1. April 26 minutes
2. ENG 230
- 3.ENG 151
4. STeM Course Outlines'
5. Other Matters

Attendance: 12 present:

Waisiki Baleikorocau	Jennifer Seru
Rigieta Lord	Elizabeth Switaj
Pamela Perkins	Oyinade Ogunmokun
Florence Peter	Verenaisi Bavadra
Hemon Lagar	Dako Nating
Sali Andrike	Rosie Koro
	Adedayo
	Ogunmokun

Agenda Item(s):

The meeting was called to order at **11:20 A.M.** in BOR in WH 101 by Florence Peter, CC chair.

1. April 26 Special meeting Minutes reviewed and approved.
2. LA ENG Course Outlines- revised and updated versions reviewed
 - ENG 151 – minor editing. Course editor editing on the Marshallese character for ‘*Jaltok*’
ENG 151 Approved
 - ENG 230 – add authors to the author’s name space
 - Confirm the version number and add the version space
 - for the SLO text link to Program Learning Outcomes, add the numbers without text
 - Add LA as the Degree Elective and LA as Degree requirement (for ENG Specialization)
 - For the Course Content Section, it was recommended;
 - a. to choose Introduction only
 - b. add subtopics to elaborate on the content and expand the explanation
 - The list of recommended texts to be added

- The course author to be added in the author space

The course ENG 230 was tabled, to be revised and presented in the next meeting.

3. Stem Courses

The committee only had enough time to start the discussion on Math 066. The course outline needs a version number which the department will figure out. The rest of the course outlines were tabled for the next meeting.

4. Developmental Courses- 3 Credit charged 4 Credits teaching load.

The committee discussed the 3 credits developmental courses with 4 credits award to instructors. For these courses, students are charged 3 credits for the course while instructors received 4 credits for the teaching load. The difference of 1 credit is being subsidized by the college. Important points highlighted regarding this arrangement are;

- These courses meet 3 times a week for 1:35mins /day which totals to 4 hours and 5 minutes a week.
- Another fact raised was that the elimination of some developmental courses, such as ENG 069 (6 credits) and CAP 066 (3credits) this frees up 9 Development Pell credits for students.
- Pell awards 30 credits for Developmental courses.

Based on these points the committee agreed to increase the 3 days' developmental course credits from 3 to 4 credits. The students can be charged from the 9 credits not tied to any course through their Pell award. This will ease the financial obligation on the college's part for subsidizing the 1 credit for the instructors teaching load. Also, this equates to the number of meeting hours and credit awards.

All revised Developmental courses coming through on the new templates are expected to highlight this credit revision.

Meeting adjourned at 12:10 noon

Future agenda items:

1. May 17, 2021 draft minutes
2. STeM Course Outlines
- 3.ENG 230
4. Others

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meetings will be on Monday, May 17, 2021.

Respectfully submitted,

Jennifer Seru
Recording Secretary