

**Curriculum and Assessment Committee  
Minutes – October 26, 2020 Special Meeting**

Date: October 26, 2020 (Monday), 11:15am A.M, in BOR Conference Room

**Agenda Item(s):**

1. Governmental Accounting;
  - Course Proposal
  - Course Outlines

**Attendance: 8**

<b>present:</b>	Vasemaca Savu
Waisiki Baleikorocau	Jennifer Seru
Dr. Pamela Perkins	Elizabeth Switaj
Florence Peter	Oyinade Ogunmokun
	Rigieta Lord

**Minutes:**

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

1. Dean ABE presented background of the Governmental Accounting Certificate Program. The program has 5 courses and is geared towards upgrading employees in the field.
2. The Program proposal was reviewed and approved by the committee.
3. Course outline for Governmental Accounting 101 was reviewed and recommendations from the committee are as follows;
  - Course Descriptions to start with a verb (change to be made)
  - Pre-requisites to only list the previous course (exclude all the list from the 1<sup>st</sup> course)
  - Create Program Learning Outcomes (PLO's) for the Certificate program
  - Link the course SLOs to the Governmental Accounting Certificate Program Learning Outcomes.
4. It was suggested that the above recommendations be applied to all the other 4 courses as well.
5. Dean ACE will revise and edit the course outlines and re share to the committee for 2 days of reviewing and comments if any. The governmental document will be shared with faulty senate as well. The committee will vote online before November 9<sup>th</sup>, 2020.

**Meeting adjourned at 12:10 noon.**

**Future agenda items:**

1. October 19 and October 26 Special 2020 draft minutes
2. Course Outlines – Governmental Accounting,  
GEO 121,  
AH 114,  
NUR 110  
TRN 101
4. Others

**Next meetings:**

Regularly scheduled meetings are 1<sup>st</sup> and 3<sup>rd</sup> Mondays. Next meetings will be on Monday, Nov 2, 2020

Respectfully submitted,

Jennifer Seru  
Recording Secretary