

**Curriculum and Assessment Committee
Regular Meeting
Minutes- September 2, 2010**

Date: September 2, 2010- 11:00 a.m., Board of Regents' Conference Room

Agenda:

- CAC Role, Scope, and Authority for 2010-2011
- CAC timeline 2010-2011
- Course Pre-Requisites (Education Department)
- Student Laptops

Present:

- | | |
|-------------------|----------------------------|
| 1. Gary Abbott | 9. Don Hess |
| 2. Janet Hess | 10. Max Voelzke |
| 3. Peter Cammish | 11. William Key |
| 4. Mike Sutton | 12. Rob Johnson |
| 5. Anita Schutz | 13. Ruth Abbott |
| 6. Rosita Capelle | 14. Florence Peter |
| 7. Mary Van Auken | 15. John Pagolu |
| 8. Deborah Nelson | 16. Erik Zoellner- visitor |

Meeting Called to Order 11:03 am

- Urgent Announcement by Don Hess concerning the abuse of a computer by a student and reminding faculty of the need for written policy concerning the consequences of abuse.

Action point: Don/Erik/Boni to discuss further the monitoring and procedures for dealing with illegal use.

- Role, Scope, and Authority amendments:
 - Discussion about the reorganization of the Curriculum and Assessment Committee into the Curriculum Committee and the Assessment Committee
 - Mary moved to table the discussion until further information is brought forward from Rob. Seconded by Don. Motion passed.

Action point: Rob Johnson to send proposal, draft RSA for split committee

- Changes were made to the Role. The cycle of course approval was changed to five years. The sentence will then read, "on an as needed basis or at least every five years one year prior to program review."
- Change made from the "Academic Planning Committee" to the "Institutional Planning Committee" as the APC was merged with the IPC
- Changes to the Scope. Janet moved to add Dean of Student Services to the non-voting membership of the CAC. Mike seconded. Motion passed.
- The Director of Assessment was added as a voting member
- Library Director was changed to Library Representative
- A change was made to read "The Student Body Association will choose a non-voting Student Body Representative and an alternate, who must maintain a 2.5 GPA.
- A bullet point (the second to the last one) was changed to read The Committee shall report to the Faculty Senate and the Executive Council through the President of the Faculty Senate
- Janet moved to approve the Scope. William seconded. Motion passed
- Changes made to the Authority. The last line of the Authority was changed to read: to the Faculty Senate for recommendations and review and forwarded to the Executive Council for review.

- Janet moved to approve the RSA document with changes. Mary seconded. Motion passed.

Action point: RSA to be taken to FS for review and recommendations.

- Peter requested that items for the timeline be e-mailed in advance of the discussion of the Assessment Cycle

Action point: Send any known dates of PR or Course Outline Review to Peter for inclusion in calendar - discuss further at next CAC

- Max seeks feedback on the Education Department raising the Pre-Requisites in English to C or better in ENG 102 and ENG 105. A point of clarity was requested, these course outlines will then require re-submission to the CAC for consideration.

Action point: If anyone has any feedback or recommendations on changes to Education Dept. Course Pre-Req please discuss with Max.

- William clarified that agenda point four was intended to begin a discussion on the pedagogical implications of e-based learning
- Rosita reminds the chairs that the substitution of course forms should be processed now by being sent to the Dean of Academic Affairs and Degree Auditor with a copy to be placed in the student's advising folder.
- Florence asked that a form to waive CMI 101 for those students who took SS105 be similarly handled.

The next regular meeting of the CAC will be held September 14th location TBA.

Meeting adjourned at 12:10 p.m.

Ruth L. Abbott,

Recording Secretary

Remaining Fall 2010 Meeting Dates

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