

**Curriculum and Assessment Committee
Minutes-August 29, 2011**

Date: August 29, 2011, 11:00 a.m., and Human Resources Conference Room

Agenda:

1. Election of officers

Attendance:

Diane Myazoe

Janet Hess

Don Hess

Mary Van Auken

Edward Trickey

Mike Sutton

Florence Peter

Peter Cammish

Gary Abbott

Rosita Capelle

Gary Patterson

Ruth Abbott

Agenda Item:

The meeting was called to order at 11:06 by Donald Hess.

1. For the office of Chair, Janet Hess nominated Mary Van Auken, seconded by Ruth Abbott. No opposition. Mary Van Auken will serve as Chair of the committee for this year.
2. For the office of Recording Secretary, Ruth Abbott was nominated by Gary Abbott, seconded by Rosita Capelle. No opposition. Ruth Abbott will serve as Recording Secretary for this year.
3. For the office of Course Outline Editor, Donald Hess was nominated by Mary Van Auken, seconded by Ruth Abbott. No opposition. Donald Hess will serve as Course Outline Editor for this year.

Discussion: Janet remarked that the officers from last year, and the non-returning faculty representative ought to receive formal recognition of their service. Additionally, the mailing list for the CAC needs to be updated.

Future agenda items:

1. Discussion of Business Program
2. ILO Approval

Next meeting:

Monday, September 5th, 11:00 a.m. in WH 202.

Regularly scheduled meetings are 1st and 4th Mondays, 3rd Wednesday.

Meeting adjourned at 11:15 a.m.

Submitted with respect,



Ruth Abbott, Recording Secretary