

**Curriculum and Assessment Committee
Minutes-September 5th 2011**

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

Agenda:

1. Approve minutes from May 9th, May 17th, August 22nd, and August 29th
2. Business Department Discussion
3. Application of the rubrics to the LA and Dev. Ed. Program Reviews
4. Workload for the semester/year

Attendance:

Ruth Abbott

Gary Abbott

Don Hess

Janet Hess

Seyoum Teshome

Mary Van Auken

Rosita Capelle

Donna Seppy (for Edward Trickey)

Mike Sutton

Gary Patterson

Agenda Item:

The meeting was called to order at 11:05 a.m. by Mary Van Auken.

1. Approve minutes. The minutes of May 9th were approved. The minutes of May 17th were approved. The minutes of August 22nd were approved with the addition of those present and the proviso that they be formatted. The minutes of August 29th were approved.
2. Don noted that the RSA attached to the Aug. 22nd meeting were approved by the EC for consideration by the Board of Regents.
3. Business Department Discussion. It is agreed that for transfer purposes, Business majors will be advised as Liberal Arts Majors. The AS in Business Administration will become a workforce degree (and advertised as such). Don will work with Seyoum to formulate a specific program sheet for LA Majors with a Business Specialization. Because of the complexity of the topic this will be discussed further at a special meeting.
4. Application of the rubrics to the LA and Dev. Ed. Program Reviews. Since the survey provided on the internet did not carry descriptors, we will apply the rubrics to the Program Reviews and discuss the results also at a special meeting.
5. Date of the special meeting was set by committee through a motion as Saturday September 17th from 6-9 pm at the Kibedrikdrik room in the RRE Complex. At that meeting the Business Department discussion and the LA and Dev. Ed. Program Review Assessments will take place.
6. Workload for the semester/year. Moved, seconded, and passed that the Certificate programs (Marshallese and Counseling) be reviewed by the end of the FA11 semester, that the Program Review Reports from each department be presented according to a schedule set by the chair at one per month through out the SP12 semester and that the

General Education Program Review be presented in mid-November for acceptance by the end of SP12 semester.

Other work to be done: Math 110 separation and Information Systems Certificate Proposal.

Additionally, now that the Board of Regents has approved new ILO's, each Chair is to map their Program Learning Outcomes to the new ILO's and send the mapping to the Secretary for production of a chart mapping all PLO's to ILO's.

7. Don requested special recognition of Seyoum and Ruth for working with the Adjunct Instructors and other departments offering an Assessment Workshop, feedback was very positive. We should schedule more workshops.

Future agenda items:

1. A review of the Program Review Cycle
2. Update the work schedule of the committee with dates.

Next meeting:

Next regular meeting will be held Wednesday Sept 14th at 11:00 a.m. in WH 202.

Regularly scheduled meetings are 1st and 4th Mondays and 2nd Wednesday.
Meeting adjourned at 12:00 p.m.

Sincerely,



Ruth L. Abbott, Recording Secretary