

**Curriculum and Assessment Committee  
Special Meeting  
Minutes-Sept. 17, 2011**

Date: September, 17<sup>th</sup>, 2011, 6:00 p.m., at RRE Kibedrikdrik Room

Agenda:

1. Assessing the Liberal Arts Program and the Liberal Arts Program Review
2. Assessing the Developmental Education Program and the Developmental Department Program Review
3. Discuss a plan of action for the transition of the Business Studies department from offering an AS to offering Certificates

Attendance:

Mary Van Auken

Gary Abbott

Frank Cannon

Diane Myazoe-deBrum

Gary Patterson

Seyoum Teshome

Janet Hess

Va Savu

Don Hess

Florence Peter

Mike Sutton

Rosita Capelle

Ruth Abbott

**Agenda Item:**

The meeting was called to order at 6:05 by Mary Van Auken.

1. Developmental Education Department Program and Program Review.

A quick orientation was given to the document and the rubrics for those new CAC members. Members decided where they thought the Program and Program Review rated on each rubric.

2. Liberal Arts Program and Program Review.

The document was provided for a refresher of memory and the members decided where they thought the Program and Program ranked on each rubric.

3. Discussion of Business Studies. In as much as we have decided that all Business Studies majors wishing to transfer to a four year institution would be better served by obtaining an AA degree in Liberal Arts with a Business Specialization and that the current AS degree be replaced with a series of Workforce Certifications, the students currently declared as Business Studies Majors will be advised and given a choice as to whether they will be continuing their AS degree or changing majors to Liberal Arts. The timeline was set forth for the change over this semester to be effective in Spring 12.

Sept. 19<sup>th</sup>, Rosita to report to Don the number of students who are declared BS majors

Sept 21<sup>st</sup>, Don is to send a draft of the letter to be given to the students announcing the change and inviting them to a meeting. (Oct 6 @ 11am for Developmental BS majors, Oct 7<sup>th</sup> 5pm for Credit BS majors.)

Sept 22<sup>nd</sup>, Don to inform Kathy Kijiner for publication/broadcast of meeting dates

Sept 23<sup>rd</sup>, Faculty Senate to be informed and brought up to speed. (Mary)

Sept 26<sup>th</sup> Finalized LA Program Sheet with Business Specialization will be presented to the CAC for approval.

Oct. 1<sup>st</sup> Students will be assigned advisors for the meeting (in order for advising to be done individually).

Oct 6<sup>th</sup> Meeting with DE students @11:00. Students will be advised.

Oct 7<sup>th</sup> @5pm meeting with Credit students. Credit students will be advised and be given a form to sign that they have been advised and where on they can elect to remain in the AS for BUS or they can switch to LA. Signature page to be turned in by Nov. 1<sup>st</sup>. This decision must be made by the student before enrolling for their next term at CMI.

Nov 1<sup>st</sup> Student signature page due to Rosita.

Nov 3<sup>rd</sup>, Rosita reports the students who have not yet signed.

Nov 21 to 25 Early Registration for all students

Motion to adopt the timeline for the discussion of the choices. Seconded.

Motion passed

Future agenda items:

1. Approve two sets of minutes

Next meeting:

Monday September 26<sup>th</sup> at 11:00am in WH 202

Regularly scheduled meetings are 1<sup>st</sup> and 4<sup>th</sup> Mondays and 2<sup>nd</sup> Wednesday.

Meeting adjourned at 9:03 p.m.

Sincerely,



Ruth L. Abbott, Recording Secretary