

**Curriculum and Assessment Committee
Minutes-August 22nd, 2011**

Date: August 22nd, 11:00, and HR Conference Room

Agenda:

1. Changes to Role, Scope, and Authority
2. Selection of Faculty Representation
3. Set Special meeting for August 29th for election of officers
4. CurricUNET discussion
5. Program Review Schedule
6. Business Department Transition
7. Application of rubrics to LA and Dev. Ed. Program Reviews

Attendance:

Ed Trickey

Rosita Capelle

Don Hess

Gary Abbott

Florence Peter

Mary Van Auken

Seyoum Teshome

Peter Cammish

Janet Hess

Agenda Item:

The meeting was called to order at 11:00 by Don Hess.

1. Changes to Role Scope and Authority
 - a. Changes to Scope –
 - i. “Degree Auditor” will be changed to “the degree auditor from Student Services.”
 - ii. “Director of Assessment” will be removed.
 - iii. “Vice President of Academic and Student Affairs” will be changed to read: “Vice President of Academic Affairs.”
 - iv. “Dean of Student services” will be changed to read: “representative from Student Services.”
 - v. “Dean of Vocational and Continuing Education” will be added.
 - b. Regular Meetings: Change to 1st and 4th Mondays of every month, 2nd Wednesday
2. Faculty representatives were chosen:
 - a. Ruth Abbott
 - b. Andrea Hazard
 - c. Alternate (if one cannot serve) Gary Patterson
3. There will be a quick meeting on Monday (fifth Monday of August) to elect officers
4. Peter recommended we look at CurricUNET when he sends it to us again.
5. Program reviews for 2011/2012 will be General Education and Certificates
6. The Business Department Shift will be issue number one.

7. We need to remember to apply the rubrics for content and form to the LA Review and the Developmental Review. The rubrics will be sent to the membership again.

Later Note: Faculty Representatives will be Ruth Abbott and Gary Patterson.

Regularly scheduled meetings are 1st and 4th Mondays and 2nd Wednesday.
Meeting adjourned at 11:45 a.m.

Respectfully Submitted,

Mary Van Auken
Secretary Pro-tem