

**Curriculum and Assessment Committee  
Minutes-April 30, 2012**

Date: April 30, 2012 at 11:00 am, WH 202

Agenda:

1. Approval of Minutes
2. EDU SPED Certificate
3. Substantive Change Report
4. University of Guam MOU

Attendance:

Janet Hess

Gary Abbott

Mary Van Auken

Frank Cannon

Don Hess

Florence Peter

Pam Cannon

Va Savu

Ruth Abbott

Deborah K. Nelson

The meeting was called to order at 11:02 by Mary Van Auken.

**Agenda Items:**

1. Approve minutes
  - a. The minutes of the February 6<sup>th</sup> meeting were approved without change.
  - b. The minutes of the February 27<sup>th</sup> meeting were approved without change.
  - c. The minutes of the March 21<sup>st</sup> meeting were approved with the following change:
    - i. #3, Bullet 3 -strike
  - d. The minutes of the March 26<sup>th</sup> meeting were approved without changes
  - e. The minutes of the April 18<sup>th</sup> meeting were approved without changes
  - f. The minutes of the April 23<sup>rd</sup> meeting were approved without changes
2. SPED 266 approved. Va to send SPED 266 to Don for editing
3. Va reminded to send out EDU 261 to Don for editing and to Mary signing.
4. WASC – no sub change necessary for SPED program.
5. SPD Certification Program Approved – Va to send program proposal to entire CAC, and Ruth will make signature page for proposal.
6. UoG MOU brought forward for comment
  - a. Discussion of book fees – Who pays for what?
  - b. Clarification of records – Duplicate records?
  - c. Timeline of when UoG would offer classes and which classes?
  - d. Clear statement of UoG transfer – there is no agreement yet for EDU to UoG Articulation
  - e. Course Agreements to come – UoG Action
  - f. Clarification of Section B - employee classification

### New Business

1. AH 195 – “X” in Major requirement for May 7<sup>th</sup>
2. Program Reports – Annual Reports to include:
  - a. Budget
  - b. New initiatives
  - c. Report progress since last Program Review
  - d. PLO/SLO assessment
3. In accordance with self-study
4. Action - new schedule for new cycle
5. Guidelines for Program Review Reports were designed in 2009 (2/10).
6. Deadline for all Program Reports is May 15<sup>th</sup>, 2012.

### Future agenda items:

1. Minutes
2. Reports to be reviewed in August
3. Business Certificate #1 Due in August

### Next meeting:

Regularly scheduled meetings are 1<sup>st</sup> and 4<sup>th</sup> Mondays and 2<sup>nd</sup> Wednesday.  
Meeting adjourned at 12:03 p.m.

Sincerely,

Ruth L. Abbott, Recording Secretary