

**Curriculum and Assessment Committee  
Special Meeting Minutes-May 17, 2012**

Date: May 17, 2012 at 11:00 am, Riwut Outback

Agenda:

1. Review cycle
2. Procedure for program sheet change
3. EDU Program Sheet

Attendance:

Janet Hess	Don Hess	Mary Van Auken
Frank Cannon	Va Savu	Florence Peter
Pam Cannon	John Pagolu	Ruth Abbott
Deborah K. Nelson	Jonathan Funkhouser	
Gary Abbott		

The meeting was called to order at 11:17 by Mary Van Auken.

**Agenda Items:**

1. In order to implement a four-year review cycle, the following pattern would be used:
  - a. SY 12-13
    - i. Gen. Ed (Fall - by October first)
    - ii. Nursing (Spring - March first)
  - b. SY 13-14
    - i. STEM (F)
    - ii. EDU (S)
  - c. SY 14-15
    - i. Dev Ed (F)
    - ii. BUS (S)
  - d. SY 15-16
    - i. LA (F)
    - ii. Certificates (S)

**Discussions:** Outlines will be reviewed the semester before the review. New programs, vocational education, and distance education will be placed on the review schedule relative to first review date. Program review reports are due annually during the same time of the year as the Program Review. The Review Template will be used for reports as well.

2. Procedure for program sheet change  
When making a change in a program, that changes the program sheet, the change to the program sheet must be approved.
3. EDU Program Sheet approved with changes.

Sincerely,

Ruth L. Abbott, Recording Secretary