

**Curriculum and Assessment Committee
Minutes – September 3, 2012**

Date: September 3, 2012 (Monday), 11:00 a.m., WH 202

Agenda:

1. Approval of minutes
2. Course outlines
3. Assessment plan

Attendance:

- | | | |
|------------------------|-------------------|------------------------|
| 1. Mary Van Auken | 4. Cheryl Vila | 7. Frank Cannon |
| 2. Ruth Abbott | 5. Rosita Capelle | 8. Andrea S.D. Hazzard |
| 3. Jonathan Funkhouser | 6. Jennifer Seru | 9. Catherine Good |

Agenda Item(s):

The meeting was called to order at 11:07 by Mary Van Auken.

1. Moved to approve Minutes of August 27, 2012 with changes. Seconded. Passed. [Time meeting adjourned will be corrected.]
2. Course outlines
 - a. CMI 101
 - i. Background given on why this course outline needed to be approved [Co-requisite of ENG 80 or higher had been added.]
 - ii. Discussion on the course outline
 1. **One Stop Center** is terminology not actively used at CMI.
Suggestion: Change to **Student Services**
 2. **Time Control** is a term not actively used at CMI.
Suggestion: Change to **Time Management**
 3. Course outline editor will standardize the document, especially in regard to use of period in the outline format.
 - iii. Moved to return course outline to Jen Seru (Dev. Ed. Chair) to modify and send out. Seconded. Passed.
 - b. ICS 125
 - i. Background: There is no approved copy.
 - ii. Cheryl (Stem Dept. Chair) will work on this course outline and send it out. Specifically, she will have it reflect what is currently being taught.
 - c. Chairs were advised that new course outlines or changes should be submitted by October 1, 2012.
 - i. Frank (Business Chair) may have an ethics course (tentative course number ETH 101)
 - ii. Cheryl will follow up with a faculty member to see if there is a need for a new ecology/environment course that currently differs from what we offer.
 - d. ENG 211 (Children's Literature) will be brought forward by Va (Ed. Chair) and Jonathan (Liberal Arts Chair). The goal is to build a mainframe (core/center) for the course that can be shared by Education and Literature.
 - e. EDU 285 will be sent out by Ruth.

3. Assessment Plan

- a. Background: Plan has a four year span; program reviews occur on this time frame. Each year smaller reports are done and include both a report on the recommendations and initiatives proposed in the program review; and reports on the SLOs assessed during the year.
- b. Ruth will send out assessment plan

Future agenda items:

1. Approval of minutes
2. Presentation of assessment plan [timeline]
3. CMI 101 course outline
4. Update on EDU 285 & ENG 211

Next meeting:

Wednesday, September 19, 2012

Regularly scheduled meetings are 1st and 4th Mondays, 3rd Wednesday.

Fall 2012 dates: 8/29 (special), 9/3 (M), 9/19 (W), 9/24 (M), 10/1(M), 10/17(W), 10/22 (M). 11/5 (M), 11/21 (W), 11/26 (M), 12/3 (M)

Meeting adjourned at 11:57 p.m.

Respectfully submitted,

Andrea S.D. Hazzard, Recording Secretary