

**Curriculum and Assessment Committee  
Minutes – September 19, 2012**

Date: September 19, 2012 (Wednesday), 11:00 a.m., WH 202

Agenda:

1. Approval of minutes
2. Assessment plan
3. CMI 101 course outline
4. EDU 285 course outline
5. ENG 211 course outline
6. Reminders

Attendance:

- |                        |                        |                    |
|------------------------|------------------------|--------------------|
| 1. Mary Van Auken      | 5. Rosita Capelle      | 9. Catherine Good  |
| 2. Ruth Abbott         | 6. Jennifer Seru       | 10. John Paglou    |
| 3. Jonathan Funkhouser | 7. Frank Cannon        | 11. Va Savu        |
| 4. Cheryl Vila         | 8. Andrea S.D. Hazzard | 12. Florence Peter |

**Agenda Item(s):**

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

1. Moved to approve Minutes of September 3, 2012 with changes. Seconded. Passed.  
Assessment Plan
  - a. Background and update provided by Ruth; discussion on assessment plan timeline
  - b. Dev. Ed Report was sent out to the Dev. Ed. department. Feedback needs to be given to the Chair, Jen Seru. After that, CAC needs to look at and accept the Report.
  - c. CAC chair, Mary V, will send out the rubric that is used to for Program Reviews.
  - d. WASC Self-Study Preparation for 2014: We will need to submit a document with our SLOs due Spring 2013. Ruth will update us once she has more information.
2. CMI 101 Course Outline
  - a. Will be sent out via email for review
  - b. Voting will happen at next meeting, Monday September 24, 2012
3. EDU 285 Course Outline
  - a. Needs the following five adjustments:
    - i. Gen Ed line under 'Purpose of Course'  
Related discussion: Course can run and then be archived, and EDU 286 and EDU 282 can come out of the archives.
    - ii. CIP number
    - iii. Remove comments about EDU 281 and EDU 282
    - iv. Change signature line
    - v. Course Content: add full sentence
  - b. Once changes are made, EDU 285 course outline will be brought forward for reapproval.
4. ENG 211 Course Outline

- a. Discussion: Want the most general outline as possible. Specific elements can be added onto course syllabi.
  - b. Jonathan and Va will work on this and bring forth to the October 1, 2012 meeting.
5. Reminder: Course outlines that want to be presented are due October 1, 2012.

Future agenda items:

1. Approval of minutes
2. CMI 101 course outline - vote
3. Updates on EDU 285 & ENG 211
4. Status of Dev. Ed Report

Next meeting:

**Monday, September 24, 2012**

Regularly scheduled meetings are 1<sup>st</sup> and 4<sup>th</sup> Mondays, 3<sup>rd</sup> 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 12:05 p.m.

Respectfully submitted,

Andrea S.D. Hazzard, Recording Secretary