

**Curriculum and Assessment Committee
Minutes – September 24, 2012**

Date: September 24, 2012 (Monday), 11:00 a.m., WH 202

Agenda:

1. Approval of minutes
2. CMI 101 course outline
3. Ethics course outline
4. CAC secretary position

Attendance:

- | | | |
|------------------------|------------------------|--------------------|
| 1. Mary Van Auken | 5. Rosita Capelle | 9. Catherine Good |
| 2. Ruth Abbott | 6. Jennifer Seru | 10. John Pagolu |
| 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 11:09 by Mary Van Auken.

1. Moved to approve Minutes of September 19, 2012 with changes. Seconded. Passed.
[Changes: Names omitted when not pertinent; punctuation corrected for titles & names]
2. CMI 101 Course Outline
 - a. Title of VP not accurate
 - b. **Ruth** will send out new template entitled: 092412 Outline Template.
 - c. Moved to return course outline for change to accurately reflect VP of Academic and Student Affairs title. Seconded. Passed.
3. EDU 285 Course Outline
 - a. The following changes are needed (presented in order of discussion):
 - i. Course description: mid- to upper- [hyphens added]
 - ii. Course description: add in listening & speaking
 - iii. Total hours from 3 to 48
 - iv. Template change needed for VP title to be accurate
 - v. Delete comma between month and year under 'Late Date reviewed'; should read 'April 2011'
 - vi. General Objective #3 – space needed between EDU 5 & EDU 6
 - vii. Double check the template and/or course outline to adjust the font size on the following phrase in the last sentence 'Grading System' so that is it consistent with the rest of the sentence.
 - viii. Check the template and/or course outline for the formatting of the outline [need to adjust to include IV and V] and alignment; need consistency in spacing and indentation under each area.
 - ix. Course content: This is a sentence, so add period.
 - x. To eliminate vertical editing lines under III, select 'Review', 'Final'.
 - xi. On page two, switch the course title over to upper left corner and alpha number to the upper right corner.
 - xii. Course content: Delete #1 and #2.

- xiii. When 'Language Arts' appears in outline it should be written as a proper noun.
- xiv. Make the following changes under General Objectives:
 - 1. Comma needed after 'reflect upon' and 'approaches'
 - 2. Under #1, delete 'reading and writing', add 'Language Arts'
 - 3. Under #2, add in the four subject areas 'reading, writing, listening, and speaking'
 - 4. Under #4, delete 'Understand the' and 'of', capitalize 'Use'; it should read 'Use reading materials and writing tasks to address ESL needs in the RMI.'
- xv. Delete colons after 'The student will' (under Course Objective, General Objectives) and ' . . . the students will be able to' (under Course Objectives, Specific Objectives)
 - b. **Va** will bring back this course outline with changes to CAC
 - c. **Ruth** will send out the template taking the above feedback into account
- 4. Ethics Course Outline
 - a. Want the most general outline as possible.
 - b. Discussed how to align GLOs and SLOs
 - c. Request by Chair for **everyone** to send suggestions to Frank
 - d. Request by Chair for **everyone** to read business proposal
- 5. CAC Secretary position
 - a. Andrea resigned due to increased workload and illness
 - b. Moved to rotate the secretarial duties. Seconded. Passed.
 - c. **Florence** will take on secretary duties for 10/1 meeting
 - d. Others will sign up for future meetings.

Future agenda items:

- 1. Approval of minutes
- 2. CMI 101 course outline – vote
- 3. Update on EDU 285
- 4. Business Proposal and Ethics Course Outline
- 5. Update on ENG 211
- 6. Status of Dev. Ed Report

Next meeting:

Monday, October 1, 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 12:22 p.m.

Respectfully submitted,
Andrea S.D. Hazzard, Recording Secretary