

**Curriculum and Assessment Committee
Minutes - October 1, 2012 Meeting**

Date: October 1, 2012 @ 11:00am in WH 202

Agenda:

1. Approve Minutes 9/24/12
2. CMI 101
3. EDU 285
4. ENG 211
5. ETH 101 - Ethics course

New Business

1. MAR 102 is being looked at by LA department (FYI)
2. Business Discussion

Attendance: Mary Van Auken, Ruth Abbott, Catherine Good, Frank Cannon, John Pagolu, Jonathan Funkhouser, Cheryl Vila, Rosita Capelle, Va Savu, Florence Peter, Jennifer Seru

Agenda Items:

1. Moved to approve minutes of 9/24/12 with changes, moved, passed.
(Changes: Correct the spelling of John Pagolu's name)
2. CAC Meeting Secretary, not on the agenda but need to be addressed now. CAC Secretary volunteer assignments as follows:
 - a. October 17, 2012 - Catherine Good
 - b. October 22, 2012 - Jennifer Seru
 - c. November 5, 2012 - Cheryl Vila
 - d. November 21, 2012 - Jonathan Funkhouser
 - c. November 26, 2012 - Frank Cannon
 - e. December 3, 2012 - Rosita Capelle
3. CMI 101 Course Outline approved
4. ENG 211 Course Outline is not ready for CAC review at this time
5. ETH 101 Course Outline returned to Business Department for changes
 - a. Use correct template and formatting
 - b. Put Last Date reviewed or revised on front page
 - c. SLO B2 is combined in SLO B1
 - d. SLO B2 becomes "Apply ethical reasoning to case analysis and ethical dilemmas"
 - e. Move linkages in SLO 2-4 up to GLO 2-4 as is
 - d. Redo and return for discussion October 17, 2012 CAC meeting
6. EDU 285 Course Outline
 - a. Last date reviewed or revised, October 2012

- b. II. Change Course Objectives to Course Outcomes
- c. II.A. Change General Objectives to General Learning Outcomes
- d. II.B. Change Specific Objectives to Student Learning Outcomes
- e. II.B, SLO 2, Capitalize Language Arts
- f. III. Course Content 2, delete 2a.
- g. Return to CAC 17 October 2012 for final review
- h. CAC members are asked to send further comments to Va and Mary. Va will make corrections and send to Mary, and Mary will then send revised EDU 285 Course Outline to CAC members to vote online.

New Business

7. Business Program Discussion

Frank has not received any response yet from any CAC member regarding the Business Program Proposal. Please send feedbacks to Frank. Frank will review feedbacks and make changes and include courses in the business program. Suggested changes to PLOs.

- a. PLO 1 - include a higher level measurable taxonomy besides "knowledgeable"
- b. PLO 3a and 3b - delete Know
- c. PLO 5 - use higher taxonomy besides "understand"

Future Agenda Items

- 1. WASC document regarding evaluation of institutional effectiveness
- 2. DEV Ed program review report
- 3. Business Studies Discussion
- 4. EDU 285 Course Outline
- 5. ETH 101 Course Outline.

Next Meeting:

October 17, 2012 @ 11:am

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 12:20 p.m.

Respectfully submitted,

Florence Peter, Temporary Recording Secretary