

**Curriculum and Assessment Committee
Minutes - October 17, 2012 Meeting**

Date: October 17, 2012 @ 11:02 A.M. in WH 202

Agenda:

1. Approve Minutes 10/01/12
2. Business Studies discussion
3. EDU 285 – ESL Language Arts Methods
4. ETH 101 - Ethics course
5. MAR102 – Marshallese II
6. WASC document – Re: Evaluation of institutional effectiveness

New Business:

1. MAR102 – Marshallese II – new course in development; first read of outline

Attendance:

Mary Van Auken, Ruth Abbott, Catherine Good, Frank Cannon, Jonathan Funkhouser, Cheryl Vila, Rosita Capelle, Va Savu, Florence Peter, Jennifer Seru, Andrea Hazzard, and Broderick Menke

Agenda Items:

1. Moved to approve minutes of 10/01/12 with changes, seconded, and passed.
(Changes: Under 6.h. Remove “Any nay votes should be explained.” Also, add comma after “send to Mary” in second line.)
2. ETH 101 Course Outline
Not reviewed. Frank will make corrections indicated in previous CAC meeting (see 10/01/2012 CAC minutes) and send to CAC members by Thursday, 10/18/2012. CAC members will review and send comments to Frank and Mary by Friday, 10/19/2012 at 4:00 P.M. Mary will then send out revised course outline to CAC members for an online vote. Reply to Mary only, not to CAC list.
3. EDU 285 Course Outline
 - a. Course Description: Remove 2 unnecessary “and.” Correct hyphenation. Add the word “elementary” between “engage” and “students.” Revise to read “...for teaching reading, writing, listening and speaking in mid- to upper-elementary levels. Students will develop effective strategies to engage elementary students...”
 - b. II.A.2. Spell out “four” and replace semi-colon with colon.
 - c. II.B.2. Revise to read “Design, plan, and deliver....”
 - d. III. Remove 2 editing marks

- e. Va Savu will make changes and send to CAC members today. CAC members will review changes and send any final comments to Va and Mary by 4:00 today. Mary will then send revised EDU 285 Course Outline to CAC members to vote online. For voting, reply to Mary only, not to the CAC list.
4. MAR 102 Marshallese II - First read of outline for new course.
 - a. Purpose of Course: General Education – Remove X.
 - b. Discussion tabled until review of MAR 101, JPN101 and JPN201 course outlines.
 - c. CAC members will send recommendations to entire CAC list for further discussion online.
 5. CAC Meeting Secretary. Changes to CAC Secretary volunteer assignments (in bold.)
 - a. **October 19, 2012 – Jennifer Seru**
 - b. **October 22, 2012 –Va Savu**
 - c. November 5, 2012 - Cheryl Vila
 - d. November 21, 2012 - Jonathan Funkhouser
 - c. November 26, 2012 - Frank Cannon
 - e. December 3, 2012 - Rosita Capelle

Future Agenda Items

1. DEV Ed program review report
2. WASC document regarding evaluation of institutional effectiveness
3. Business Studies Discussion
4. EDU 285 Course Outline
5. ETH 101 Course Outline.
6. MAR 102 Course Outline

Next Meetings:

October 19, 2012 @ 4:30 P.M. – Special Meeting
 October 22, 2012 @ 11:00 A.M. – Regular Meeting

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), 10/10 (special), 10/17(W), 10/19 (special), 10/22 (M), 11/5 (M), 11/21 (W), 11/26 (M), 12/3 (M)

Meeting adjourned at 12:07 P.M.

Respectfully submitted,

Catherine Good, Temporary Recording Secretary