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Curriculum and Assessment Committee
Minutes-November 5, 2012 (Monday)

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Date: November 5, 2012 (Monday) 11:00 AM @ WH 202

Agenda:
1. Minutes of 10/31/2012
2. Minutes of 10/22/2012
3. Business Certificate Program – Finalize
4. Developmental Education Report - Rubricize

New Business:
1. ICS 125
2. ICS 250
3. MATH 160

Attendance:
Mary Van Auken, Ruth Abbott, Jonathan Funkhouser, Cheryl Vila, Rosita Capelle, Jennifer Seru, Frank Cannon, Andrea S.D. Hazzard, Catherine Good, Va Savu, Florence Peter

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

1. Moved to approve minutes of 10/31/2012, seconded and passed.
2. Moved to approve minutes of 10/22/2012 with changes, seconded and passed.
   a. Changes
      o Correct the spelling of Florence, Frank and Jonathan's names
      o Remove the period in Va's name
      o Change "Reviewed" to "Review"
      o Change the quote and double quotes to match in 'Final Copy – 101712 CAC Minutes"
      o Change the "0" (zero) in "discussion" to letter "o"
      o In Item #1 1st bullet, change "eglish" to "english" and change "pre-requisite" to "prerequisite"
      o In Item #3 3rd bullet, change "0f" to "of"
      o In Items needing Actions item #5, change "Marsh" to "March"
3. Business Certificate Program
   a. In program sheet, change "Business Ethics" to "Ethics"
   b. Change "Certificate in Accounting Clerk" to "Certificate in Accounting Clerkship"
   c. Catherine moved to approve the proposal and was seconded by Va. The vote was 11 out of 11.
4. Developmental Education report
   a. Jennifer moved to table for next meeting. Jonathan seconded.
5. ICS 125
   a. Insert the words "hardware and software" in Course Description. Revise to read "Introduces the fundamentals of installing hardware and software and maintaining microcomputers"

    b. Remove the "/" symbol in April/2008
    c. In Prerequisite(s), add "English 90's"
    d. In Last Date reviewed or revised, change "October, 2012" to "November 2012"
    e. In General Learning Outcomes remove BIT PLOs and remove the "#" sign in LA PLOs.
    f. In Student Learning Outcomes remove item 2 and replace by sub item 2a. Insert the word "hardware". Revise to read "2. Select, install, configure and upgrade hardware, operating systems and supportive software".
    g. In Student Learning Outcomes item 4, replace period with a semi-colon and add "customize to meet specific user needs".
    h. Under course content, insert "This course introduces the fundamentals of installing and maintaining microcomputers".
    i. In Course Content item #7, spell out "I/O" to "Input/Output"
    j. Change font size of all numeric bullets to 10
    k. Frank will send out ICS 125 final electronic copy.
    l. Catherine moved to approve ICS 125 course outline and was seconded by Va. The vote was 11 out of 11 for approval and acceptance. Final copy was printed and signed.

6. ICS 250 and Math 160
    a. Va moved to table ICS 250 and Math 160 for next meeting. Catherine seconded.

Future agenda items:
1. ICS 250
2. MATH 160
3. Developmental Education Report
4. Other Minutes

Next meeting:
November 21, 2012 (Wednesday)

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 12:15 PM.

Respectfully submitted,

Cheryl Vila, Temporary Recording Secretary