

**Curriculum and Assessment Committee
Minutes-December 3, 2012 (Monday)**

Date: December 3, 2012 (Monday) 11:00 AM @ WH 202

Agenda:

1. Minutes of 11/26/2012
2. Math 160

New Business:

1. ICS 250
2. SAP Developmental Proposal
3. JPN 101

Attendance:

Mary Van Auken, Jonathan Funkhouser, Cheryl Vila, Jennifer Seru, Frank Cannon, Andrea S.D. Hazzard, Florence Peter, Seyoum Teshome

Agenda Items:

The meeting was called to order at 11:08 by Mary Van Auken.

1. Moved to approve minutes of 11/26/2012, seconded, and passed.
2. Set special meeting time to review the SAP Developmental Proposal
Monday, December 10 at 5:00 p.m.
3. Reviewed changes of MATH 160. Moved to approve, seconded, and passed.
4. ICS 250
 - a. Course Description changed “CSS” added.
 - b. Delete “This course is designed to” in course description. Capitalized/pluralized provide to Provides.
 - c. Delete “/” from April/2008 and change 2008 to 2012.
 - d. At bottom of first page, change “September/2008” to “December 2012” with “/” deleted.
 - e. In Course Outcomes A.1. change “based solutions” to “sites”.
 - f. In Course Outcomes A.2. change “solutions” to “sites”.
 - g. In Course Content add first line from course description “Provides students with the vocabulary and concepts required to develop a website.”
 - h. In Methods of Instruction changed point 4. “Analysis” to “Analyses”.
 - i. In Equipment and Materials point 1. change “Lab” to “lab”.
 - j. In Suggested Methods of Evaluation point 2 “Weekly assignments” to “Assignments”.
 - k. In Suggested Methods of Evaluation point 3 “Weekly quizzes” to “Quizzes”.
4. JPN 101
 - a. Delete “/” from “November/2003”.
 - b. Change prerequisite(s) to ENG 90’s.

- c. Change Last Date Reviewed Date to “December 2012”.
- d. Follow format by adding lines following “General Learning Outcomes”, “The student will”, and “Student Learning Outcomes”.
- e. change font size from 10 to 11 for everything after Course Outcomes
- f. change “Be exposed to Japanese culture” to “Understand various aspects of Japanese culture”.
- g. In Course Content 1.d. change “the business card” to “of business cards”.
- h. In Course Content 2.c. change “Price” to “Prices”.
- i. In Course Content 3.a. add space before “(“.
- j. In Course Content 3.b. add space before “(“.
- k. In Course Content 3.c. change “Watch a video about “Customs and matters”” to “Customs and manners”.
- l. In Equipment and Materials 1. change “TV/VCR” to “Audio-visual”.
- m. In Suggested Methods of Evaluation 1. change “Home work” to “Homework”.
- n. In Suggested Methods of Evaluation delete point 6. “Final examination” and add “and Final examination to point 3. Following “Mid-term test”.
- o. In Suggested Methods of Evaluation point 5 change “Speech” and “Speeches”.

Future agenda items:

- 1. CHN 111
- 2. Developmental SAP Proposal
- 3. Nursing Outlines

Next meeting:

Special Meeting

December 10, 2012 (Monday) at 5:00 p.m.

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 12:12 PM.

Respectfully submitted,

Jonathan Funkhouser, Temporary Recording Secretary