

**Curriculum and Assessment Committee
Minutes - August 29, 2012 (Special Meeting)**

Date: August 29, 2012, 11:00, WH 202

Agenda:

1. Election of new officers
2. Course outlines
3. RSA

Attendance:

- | | | |
|------------------------|-------------------|------------------------|
| 1. Mary Van Auken | 5. Cheryl Vila | 9. Andrea S.D. Hazzard |
| 2. Ruth Abbott | 6. Rosita Capelle | 10. Catherine Good |
| 3. Va Savu | 7. Jennifer Seru | |
| 4. Jonathan Funkhouser | 8. Frank Cannon | |

Agenda Item(s):

The meeting was called to order at 11:07 by Ruth Abbott.

1. Election of new officers
 - a. Chair: Mary Van Auken
 - b. Secretary: Andrea S.D. Hazzard
 - c. Course Outline Editor: Va Savu
2. Course outlines
 - a. Chairs were asked to examine the course outlines that were provided to them on CD for any inaccuracies and to bring these forward for correction.
 - b. Four course syllabi needing corrections were already identified:
 - i. ICS 125
 - ii. CMI 101
 - iii. EDU 285
 - iv. ENG 211
 - d. Reminders regarding course outlines:
 - i. No substantial changes in course syllabi at the time – only inaccuracies
 - ii. Course outlines should follow specific format (template)
 - iii. Per the new process, course outlines cannot be approved with changes.
[Discussion took place on whether or not technology could be used at meetings to aid in making the changes immediately in order to expedite approval process.]
3. RSA (Role, Scope, and Authority)
 - a. CMI President's concern regarding the summer activity of committees was shared. In light of that concern, the RSA was re-examined and discussion took place.
 - b. Motion to change the current RSA was passed [changes are in **bold**]:
 - i. Academic year **2012 – 2013**
 - ii. "The Curriculum and Assessment Committee **normally** meets during the Fall and Spring Semesters – it does not meet during academic vacations or

holidays. **However, during summer, special meetings may be called as needed.**”

- iii. “Regular Meetings shall be held on the first and fourth Monday and the **third** Wednesday of every month at 11 a.m.”
- iv. “Special Meetings may be called by the **Chair or Acting Chair** of the Curriculum and Assessment Committee as he/she may deem necessary.”

Future agenda items:

1. Approval of minutes
2. Discussion of CAC’s tasks for the semester (assessment plan)

Next meeting:

Monday, September 3, 2012

Regularly scheduled meetings are 1st and 4th Mondays, 3rd Wednesday.

Meeting adjourned at 12:20 p.m.

Respectfully submitted,

Andrea S.D. Hazzard, Recording Secretary