

**Curriculum and Assessment Committee
Minutes – February 4, 2013**

Date: February 4, 2013 (Monday), 11:00 a.m., WH 202

Agenda:

1. Approval of minutes from 1/28/13
2. NURS 256 Course Outline
3. Education Program Sheets for AS in Elem. Ed. CCT & AS in Elem. Ed SPED
4. Dev. Ed. Report & Rubrics
5. Carpentry Course Outlines
6. New Business

Attendance:

- | | | |
|------------------------|------------------------|--------------------|
| 1. Andrea S.D. Hazzard | 6. Mary Van Auken | 11. John Pagolu |
| 2. Janet Hess | 7. Jonathan Funkhouser | 12. Va Savu |
| 3. Don Hess | 8. Cheryl Vila | 13. Florence Peter |
| 4. Rosita Capelle | 9. Jennifer Seru | 14. Ruth Abbott |
| 5. Seyoum Teshome | 10. Catherine Good | |

Agenda Item(s):

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

1. Moved to approve Minutes of January 28, 2013 with three changes [date of next meeting, spelling mistake, and listing of specific nursing course outlines that were passed].
Seconded. Passed.
2. NURS 256 Course Outline - Moved to approve. Seconded. Passed.
3. Education Program Sheets for (1) AS in Elem. Ed. with Certificate in SPED and (2) AS in Elem. Ed with Certificate in Completion in Teaching [CCT]
 - a. Moved to table. Seconded. Passed.
 - b. Discussion included (but not limited to) the following:
 - i. Adding sentences to indicate the prerequisites need to be completed prior to acceptance into the Certificate program
 - ii. Adding signature line to indicate that prerequisites have been met and a student is accepted into the Certificate program
 - iii. Bolding 'Certificate of Special Education Program' [formatting issue]
 - iv. Va will bring forth new program sheet with specialization in SPED
 - v. Standardizing course titles with catalog titles , especially for transcript purposes
 - vi. Will re-evaluate Fall 2012 program sheet for Abnormal Psychology (Psy 245)
 - vii. Va will meet with Don and Ruth for further discussion
4. Dev Ed Report and Rubrics
 - a. Clarification given that the two rubrics distributed at last meeting were to have been used to evaluate the Dev Ed Report

- b. Chair requested that members complete the evaluation task and return the two rubrics with responses to her as soon as possible.
 - c. Chair will report on the results of the rubric analyses at the next meeting
5. Carpentry Course Outlines
 - a. Construction Math II Course Outline [VCARP 061 – 27.9998] – Moved to table. Seconded. Passed
 - b. Internship Course Outline [46.9998] – Moved to table. Seconded. Passed.
6. Future agenda items discussed (see below)

Meeting adjourned at 11:58 a.m.

Future agenda items:

1. Approval of Minutes
2. Education Program Sheets
3. Dev. Ed Rubric results
4. Carpentry course outlines
5. Qualitative Research course outlines

Next meeting:

Wednesday, February 20, 2013

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

Spring dates: 1/16 (~~W~~), 1/28 (~~M~~), 2/4 (M), 2/20 (W), 2/25 (M), 3/4 (M), 3/20 (W), 3/25 (M), 4/1 (M), 4/17 (W), 4/22 (M), 5/6 (M)

Respectfully submitted,
Andrea S.D. Hazzard, Recording Secretary