Curriculum and Assessment Committee
Minutes – March 25, 2013

<u>Date:</u> March 25, 2013 (Monday), 11:00 a.m., WH 202

<u>Agenda:</u>
1. Approval of minutes from 3/4/13 [Note: There was no meeting on 3-20-13.]
2. Education SPED Program Sheet
3. New Motion regarding Program Sheets
4. Nursing PLOs
5. Education Honors Program Proposal
6. Carpentry Course Outlines
7. New Business
   a. SAP Elimination Recommendation
   b. Learning Communities
   c. Nanny Training

<u>Attendance:</u>
1. Ruth Abbott
2. Rosita Capelle
3. Jonathan Funkhouser
4. Catherine Good
5. Andrea S.D. Hazzard
6. Janet Hess
7. Don Hess
8. Diane Myazoe-deBrum
9. Florence Peter
10. Va Savu
11. Jennifer Seru
12. Seyoum Teshome
13. Mary Van Auken
14. Cheryl Vila

Agenda Item(s):
The meeting was called to order at 11:02 a.m. by Mary Van Auken.

1. Moved to approve <u>Minutes of March 4, 2013</u>. Seconded. Passed. [Note: There was no meeting on 3/20 due to a morning power outage, and therefore, no minutes from that date.]
2. <u>Education Program SPED Sheet</u> – Moved to approve. Seconded. Passed. [As course editor, Don will add 'date effective' onto document.]
3. <u>New Motion</u>: "New or revised program sheets will have 'date effective' listed at the bottom." Seconded. Passed.
4. <u>Nursing Program Learning Outcomes (PLOs)</u>
   a. Discussion: Florence will review the course outlines to make sure that PLOs are correctly aligned to the general course outcomes.
   b. Moved to approve Nursing PLOs with the addition of 'effective date Fall 2012' added by Course Editor. Seconded. Passed.
   c. Program sheet – Tabled. Any changes will be presented as recommendations in the next Nursing Program Review.
5. <u>Honors Program</u> – Tabled.
6. <u>Carpentry Course Outlines</u> – Tabled. Will be brought forth at April 17th meeting.
7. <u>New Business</u>
   a. SAP Recommendation as part of Dev Ed Program Review Report
      i. Will be sent out electronically; paper copies available

ii. Please submit input to Andrea ASAP. Hope is to formally discuss at next CAC meeting (Monday, April 1st) and to present to EC on Friday April 5th. Targeting presentation at April 23-24 Board Meeting.

b. Learning Communities
   i. Pilot program introduced and overview given
   ii. Acknowledgements paid to Jennifer, Cheryl, and Andrea for their work on the Learning Communities program.

c. Nanny Training
   i. Concept introduced by Diane and Florence – They have been approached by a US-based organization about recruiting nannies from the islands to work in the US. The idea arose to offer some kind of collection of coursework that would assist on preparing prospective nannies (ex. to include, but not limited to, English, math, First Aid)
   ii. Idea in development stage and many questions raised. Suggestion to talk faculty member who worked as a nanny in US to get input.

Meeting adjourned at 11:47 p.m.

Future agenda items:
1. Approval of Minutes from 3/25/13
2. SAP Recommendation from Dev Ed Review Report
3. Honors Program Proposal (if ready)
4. New Business

Next meeting:
Monday, April 1, 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) [cancelled]~~, ~~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