

**Curriculum and Assessment Committee
Minutes – April 22, 2013**

Date: April 22, 2013 (Monday), 11:00 a.m., WH 202

Agenda:

1. Approval of Minutes from 4/17/13
2. ASL 101 and ASL 102 for final review
3. Vocational Carpentry Program Sheet
4. Business Accounting Clerkship Program Sheet
5. Honors Program Proposal
6. New Business

Attendance:

- | | | |
|------------------------|------------------------|--------------------|
| 1. Ruth Abbott | 5. Janet Hess | 9. Jennifer Seru |
| 2. Jonathan Funkhouser | 6. Don Hess | 10. Seyoum Teshome |
| 3. Catherine Good | 7. Diane Myazoe-deBrum | 11. Mary Van Auken |
| 4. Va Savu | 8. Florence Peter | |

Agenda Item(s):

The meeting was called to order at 11:03a.m. by Mary Van Auken.

1. Approval of Minutes
 - a. Moved to approve Minutes of April 17, 2013 with changes [Change: Correction of date for next meeting to April 22, 2013 and meeting adjourned time to 11:52 **a.m.**] Seconded. Passed.
2. ASL 101 and ASL 102 for final review
 - a. Moved to approve ASL101 and ASL102 after review. Seconded. Passed.
3. Vocational Carpentry Program Sheet
 - a. Discussion included the following recommendations
 - i. Change number of Carpentry credits from 21 to 24.
 - ii. Change number of credits for VCARP 210 Carpentry Internship from 3 to 4.
 - iii. Change Total Credits required for Graduation from 30 to 33.
 - b. Moved to approve Program Sheet with changes. Seconded. Passed.
4. Business Accounting Clerkship Program Sheet
 - a. Discussion included the following recommendations
 - i. Change title to Certificate in Accounting Clerkship
 - ii. Change title of ETH101 course to Ethics
 - iii. Remove date and time in lower right corner.
 - b. Moved to approve Program Sheet with changes. Seconded. Passed.

5. Honors Program Proposal
 - a. Va will resend out final proposal for review. Changes to proposal are bolded.
 - b. On agenda for Monday, May 6th.

6. New Business
 - a. Notice that Learning Communities Proposal will soon be distributed for informational purposes only
 - b. Notice that there will be possible changes in course descriptions in Education Courses
 - c. Debate about CAC during summer session. Issue: Should proxies be found by those members off-island for the summer or should business be conducted by email? Final consensus was that important business could be distributed and voted on by email.

Meeting adjourned at 11:45 a.m.

Future agenda items:

1. Honors Program Proposal
2. Essential Public Health Functions and Primary Health Care Course Outline
3. Nursing Program Review
4. Education Courses – changes in course descriptions
5. Learning Communities Proposal

Next meeting:

Monday, May 6, 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), 4/8 (M) [special mtg.], 4/17 (W), 4/22 (M), 5/6 (M)~~

Respectfully submitted,
Catherine Good Interim Recording Secretary