

**Curriculum and Assessment Committee  
Minutes – August 26, 2013**

Date: August 26, 2013 (Monday), 11:15 a.m., WH 202

Agenda:

1. Approval of Minutes from 8/21/13
2. CAC Role, Scope, and Authority (RSA)
3. Review of Assessment Plan

Attendance:

- |                   |                   |   |
|-------------------|-------------------|---|
| 1. Ruth Abbott    | 5. Janet Hess     | 9. Catherine Good   |
| 2. Mary Van Auken | 6. Cheryl Vila    | 10. Andrea S.D. Hazzard<br>(acting Dev. Ed Chair<br>Rep.) |
| 3. Don Hess       | 7. Florence Peter |   |
| 4. Anne Bennett   | 8. Va Savu        |   |

**Agenda Item(s):**

The meeting was called to order at 11:15 a.m. by Mary Van Auken.

1. Minutes of 8/21/13- Moved to approve with minor changes. Seconded. Passed.
2. CAC Role, Scope, and Authority (RSA) – the RSA from 2012-2013 was reexamined and changes were suggested. The draft of the document will be prepared by the recording secretary and distributed to the membership prior to next meeting. Major changes included
  - a. Selection of Chair and Recording Secretary from the voting Committee membership.
  - b. Selection of Course Outline Editor from the entire Committee membership
  - c. Changing membership to include a Vocational Education Representative rather than the Dean of Vocational and Continuing Education.
  - d. Changing the quorum requirement from 2/3 to a simple majority
3. Review of Assessment Plan – Tabled until next meeting. Ruth will revise to include Vocational Carpentry Program.

Meeting adjourned at 12:22 p.m.

Future agenda items:

1. Approval of Minutes from 8/26/13
2. Approval of Role, Scope, and Authority (RSA)
3. Review of revised Assessment Plan-Academics with the inclusion of Vocational Carpentry program
4. Progress report on Assessment Plan

Next meeting:

**Monday, September 2, 2013 at 11:00 in WH202**

Approved by CAC 9/02/2013

Regularly scheduled meetings are 1<sup>st</sup> and 4<sup>th</sup> Mondays, 3<sup>rd</sup> Wednesday.  
Fall Dates: 9/2, 9/18, 9/23, 10/7, 10/16, 10/28, 11/4, 11/20, 11/25, 12/2

Respectfully submitted,  
Catherine Good, Recording Secretary