

**Curriculum and Assessment Committee
Minutes – September 2, 2013**

Date: September 2, 2013 (Monday), 11:09 a.m., WH 202

Agenda:

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

Attendance:

- | | | |
|-------------------|-------------------|--|
| 1. Ruth Abbott | 5. Janet Hess | 9. Catherine Good |
| 2. Mary Van Auken | 6. Cheryl Vila | 10. Andrea S.D. Hazzard
(acting Dev. Ed Chair Rep.) |
| 3. Seyoum Teshome | 7. Florence Peter | 11. Jomi Capelle |
| 4. Anne Bennett | 8. Va Savu | |

Agenda Item(s):

The meeting was called to order at 11:09 a.m. by Mary Van Auken.

1. Minutes from 8/26/13 - Moved to approve. Seconded. Passed.
2. Role, Scope, and Authority (RSA) Moved to approve. Seconded. Passed with minor change.
3. Review of revised Assessment Plan-Academics with the inclusion of Vocational Carpentry program
4. Progress report on Assessment Plan
 - a. A calendar will be created in Google Drive by Dean of Academic Affairs on which
 - i. Department Chairs will identify future projects and set tentative dates for circulation and discussion. Reports and proposals should allow 2 weeks for circulation prior to discussion.
 - ii. Some tentative inclusions are for Fall 2013 are
 1. Vocational Carpentry outline revisions
 2. Bookkeeping Certificate Proposal
 3. Accounting Certificate Proposal
 4. Nursing completed outlines, PLO's and Program Review
 5. Liberal Arts Program Review Report
 - b. A folder will be created in Google Drive by Dean of Academic Affairs which includes completed Program Reviews and Program Review Reports.

Approved by CAC 9/18/2013

Meeting adjourned at 12:16 PM

Future agenda items:

1. Approval of Minutes from 9/02/13
2. Public Health course outlines (2)
3. Bookkeeping Certificate Proposal
4. Accounting Certificate Proposal

Next meeting:

Wednesday, September 18, 2013 at 11:00 in WH202

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

Respectfully submitted,
Catherine Good, Recording Secretary