

**Curriculum and Assessment Committee
Minutes – September 18, 2013**

Date: September 18, 2013 (Wednesday), 11:07 a.m., WH 202

Agenda:

1. Approval of Minutes from 9/02/13
2. AH107 Online Community Education
3. AH103 Introduction to Information Systems for Health Managers
4. Certificate of Achievement in Entrepreneurship
5. Certificate of General Business
6. Certificate of Achievement in Management
7. Certificate in Accounting Clerkship Proposal
8. Certificate in Bookkeeping

Attendance:

- | | | |
|-------------------|--------------------|-------------------------|
| 1. Ruth Abbott | 6. Janet Hess | 11. Catherine Good |
| 2. Mary Van Auken | 7. Cheryl Vila | 12. Andrea S.D. Hazzard |
| 3. John K. Pagolu | 8. Florence Peter | 13. Jomi Capelle |
| 4. Anne Bennett | 9. Va Savu | 14. Rosalinda Sumoang |
| 5. Don Hess | 10. Richard Muller | |

Agenda Item(s):

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

1. Minutes from 9/2/13 - Moved to approve. Seconded. Passed as written.
2. AH107 Outline Community Education outline distributed to read and review. Members will comment on Google Drive draft. Nursing Chair will send Review Draft out prior to next meeting.
3. AH103 Introduction to Information Systems for Health Managers outline distributed to read and review. Members will comment on Google Drive draft. Nursing Chair will send out Review Draft prior to next meeting.
4. Motion: All outlines brought before CAC will follow the currently approved template before any vote to approve occurs. Moved. Seconded. Approved unanimously. Dean of Academic Affairs will share template on Google Drive.
5. Business certificates. All 5 tabled until in proposal form. Dean of Academic Affairs and Vice President of Academic and Student Affairs will work with Business Department to revise.

Approved by CAC 9/30/2013

- a. Certificate of Achievement in Entrepreneurship
- b. Certificate of General Business
- c. Certificate of Achievement in Management
- d. Certificate in Accounting Clerkship Proposal
- e. Certificate in Bookkeeping

Meeting adjourned at 12:04 PM

Future agenda items:

1. Approval of Minutes from 9/18/13
2. Update on RSA approval in EC
3. AH107 Online Community Education
4. AH103 Introduction to Information Systems for Health Managers
5. Review all Carpentry course outlines

Next meeting:

Monday, September 30, 2013 at 11:00 in WH202 (Note: No meeting on Monday September 23)

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

Fall Dates ~~9/23~~ (postponed), 9/30, 10/7, 10/16, 10/28, 11/4, 11/20, 11/25, 12/2

Respectfully submitted,
Catherine Good, Recording Secretary

Reminders:

1. Drafts of documents for CAC review will be shared on Google Drive. Members will make comments but not revisions on the "Comment Draft."
2. An Agenda will be distributed by email two days before the next CAC meeting. For example
 - a. Thursday afternoon for Monday meeting
 - b. Monday afternoon for Wednesday meeting
3. Only "Review Drafts" received prior to distribution of the Agenda will be attached with and included on that Agenda.