

**Curriculum and Assessment Committee
Minutes–September 30, 2013**

Date: September 30, 2013 (Monday), 11:05a.m., WH 202

Agenda:

Approval of Minutes from 9/18/13

Update on EC approval of RSA

AH107 Community Education

AH103 Introduction to Information Systems for Health Managers

Review of all Vocational Carpentry outlines (shared on Google drive)

Review of Business Certificate Program Sheets

- Certificate of Achievement in Entrepreneurship
- Certificate of Achievement in Management
- Certificate in Accounting Clerkship
- Certificate in Bookkeeping
- Certificate in Accounting

Attendance:

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

Agenda Item(s):

The meeting was called to order at 11:05a.m. by Mary Van Auken.

1. Approval of Minutes from 9/18/13- Moved to approve. Seconded, Passed.
2. Update on EC approval of RSA- EC approved the CAC Role Scope and Authority on 9/20/2013.
3. AH107 Community Health Education Reviewed. Another draft to be brought forward next meeting.
4. AH103 Introduction to Information Systems for Health Managers reviewed. Another draft to be brought forward next meeting.
5. Review of all Vocational Carpentry outlines. Another draft of 6 VCARP outlines to be brought forward next meeting
 - a. VCARP060 Math for Construction I
 - b. VCARP061 Math for Construction II - note that this is a new course outline
 - c. VCARP050 Vocational English I
 - d. VCARP051 Vocational English II
 - e. VCARP101 Introduction to Construction
 - f. VCARP102 Construction Safety Tools Equipment

Approved by CAC 10/30/2013

6. Discussion of Business Certificate Program Sheets – Request to see how the courses scaffold for the Accounting Clerkship, Bookkeeping, and Accounting Certificate Programs.

Meeting adjourned at 12:10 p.m.

Future agenda items:

1. Approval of Minutes from 9/30/13
2. AH103
3. AH107
4. VCARP060
5. VCARP050
6. VCARP051
7. VCARP101
8. VCARP102
9. Certificate in Accounting Clerkship

Next meeting:

Monday, October 7, 2013 at 11:00 in WH202

Regularly scheduled meetings are 1st and 4th Mondays, 3rd Wednesday.
Fall Dates 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 action items received prior to distribution of the Agenda will be attached with that Agenda.