

**Curriculum and Assessment Committee  
Minutes–October 7, 2013**

Date: October 7, 2013 (Monday), 11:04 a.m., WH 202

Agenda:

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

Attendance:

- |                   |                   |                         |
|-------------------|-------------------|-------------------------|
| 1. Ruth Abbott    | 6. Janet Hess     | 11. Catherine Good      |
| 2. Mary Van Auken | 7. Florence Peter | 12. Andrea S.D. Hazzard |
| 3. John K. Pagolu | 8. Richard Muller | 13. Rosalinda Sumoang   |
| 4. Anne Bennett   | 9. Jennifer Seru  | 14. Seyoum Teshome      |
| 5. Don Hess       | 10. Jomi Capelle  | 15. Cheryl Vila         |

**Agenda Item(s):**

The meeting was called to order at 11:04 a.m. by Mary Van Auken.

1. Approval of Minutes from September 30, 2013 - Moved to approve. Seconded. Passed with changes.
2. AH103 Introduction to Information Systems for Health Managers – Moved to approve. Seconded. Passed.
3. AH107 Community Health Education –Moved to approve. Seconded. Passed.
4. Discussion of Accounting Clerkship Certificate Program – Review of scaffolding of courses for the Accounting Clerkship, Bookkeeping, and Accounting Certificate Programs. Based on scaffolding document, need to bring forward a revised Accounting Clerkship Program proposal that consists of a minimum of 24 credits and meets all PLO's. Target for review in Oct. 28 meeting.

5. Vocational Carpentry outlines. No action. Will be reviewed 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 1
  - d. VCARP051 Vocational English II
  - e. VCARP101 Introduction to Construction
  - f. VCARP102 Construction Safety Tools Equipment

Meeting adjourned at 12:10 p.m.

Future agenda items:

October 16, 2013

1. Approval of Minutes from 10/07/2013
2. VCARP060 Math for Construction I
3. VCARP061 Math for Construction II - note that this is a new course outline
4. VCARP050 Vocational English 1
5. VCARP051 Vocational English II
6. VCARP101 Introduction to Construction
7. VCARP102 Construction Safety Tools Equipment

October 28, 2013

1. Revised Accounting Clerkship Proposal
2. VCARP 103 Blueprint Reading for Construction
3. VCARP 104 Footing and Foundation
4. VCARP 105 Interior Trim, Cabinet Making
5. VCARP 201 Roof Framing, Exterior Finishing
6. VCARP 202 Floor, Wall, and Ceiling Framing
7. MATH 201 Calculus I

Next meeting:

**Wednesday, October 16, 2013 at 11:00 in WH202**

Regularly scheduled meetings are 1<sup>st</sup> and 4<sup>th</sup> Mondays, 3<sup>rd</sup> Wednesday.

Fall Dates: 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.