

**Curriculum and Assessment Committee
Minutes–November 25**

Date: November 25, 2013 (Monday), 11:00 a.m., WH 202

Note: Wednesday, November 20, 2013 meeting was cancelled

Agenda:

1. Minutes for 11/04/2013 meeting
2. BUS101 Introduction to Business
3. ACC133 Basic Accounting
4. BUS200 Accounting Clerkship Internship
5. Certificate in Accounting Clerkship Program Sheet & Proposal
6. MART101 STCW Basic Safety Training
7. MART102 Basic Fishing Vessel Crewmember
8. Community Education Program Goals
9. ASL198 Community American Sign Language

Attendance:

- | | | |
|-------------------|----------------------|--------------------------------|
| 1. Ruth Abbott | 6. Janet Hess | 11. Jennifer Seru |
| 2. Mary Van Auken | 7. Florence Peter | 12. Cheryl Vila |
| 3. Don Hess | 8. Rosalinda Sumoang | 13. Jomi Capelle |
| 4. Anne Bennett | 9. Seyoum Teshome | 14. Michael Vredenburg (Guest) |
| 5. Catherine Good | 10. Vasemaca Savu | 15. Bruce Thakur (Guest) |

Agenda Item(s):

The meeting was called to order at 11:02 a.m. by Mary Van Auken.

1. Approval of Minutes from November 4, 2013 - Moved to approve. Seconded. Passed.
2. BUS 101 Introduction to Business – Cover sheet reviewed and discussed. Change of Prerequisite to C or better in ENG 101, ENG 105, and ICS 101 or Permission of Instructor. Also Degree requirement removed. After changes are made and final version is shared with CAC, Chair will call for a vote by email.
3. ACC133 Basic Accounting - Cover sheet reviewed and discussed. Change of Prerequisite to C or better in MATH102 or BUS106, and BUS101. Also Degree requirement removed. After changes are made and final version is shared with CAC, Chair will call for a vote by email

4. BUS200 Accounting Clerkship Internship – New course outline. Need further review and comments.
5. Accounting Clerkship Internship Program sheet – Needs to be on the Certificate Program template. Don will send out correct template.
6. Certificate in Accounting Clerkship Program Proposal has been approved, but not yet implemented. Since the requirements have changed, the proposal needs to be revised. A small group consisting of Don, Ruth, Cheryl, Seyoum, and Bruce will work on this and then bring back to CAC for the next meeting.
7. MART101 STCW Basic Safety Training – Discussion and review. Michael Vredenburg (mvredenburg@cmi.edu) will post outline on Google Drive for review and comments. Outline will be brought back to CAC in January.
8. MART102 Basic Fishing Vessel Crewmember – Discussion and review. Michael Vredenburg will post outline on Google Drive for review and comments. Outline will be brought back to CAC in January.
9. Community Education Program Goals – Due to time constraints, discussion will be carried over to next meeting
10. ASL198 Community American Sign Language – Due to time constraints, discussion and review will be carried over to next meeting. Send comments to Judy Royka (jloyka@cmi.edu).

Meeting adjourned at 12:17 p.m.

Addendum: Wednesday, November 27, 2013

1. BUS101 Introduction to Business – Chair called for an online vote to approve. (*Refer to 12/2/2013 Minutes for results.*)
2. ACC133 Basic Accounting - Chair called for an online vote to approve. (*Refer to 12/2/2013 Minutes for results.*)

Future agenda items:

Monday, December 2, 2013

1. Minutes for Nov. 25, 2013
2. Community Education Program Goals
3. ASL198 Community American Sign Language
4. BUS200 Accounting Clerkship Internship
5. Certificate in Accounting Clerkship Proposal and Program Sheet
6. ENG201 Creative Writing
7. ENG210 Intro to Literature
8. ENG212 Survey of American Literature

Approved by CAC 12/02/2013

9. ENG213 Survey of British Literature
10. Review of Education Outlines without revisions - EDU210, EDU211, EDU241, EDU250, EDU251, EDU295, SPED260
11. Review and Discussion of Education Outlines with revisions - EDU 109, EDU150, EDU285, and EDU296

Next meeting:

Monday, December 02, 2013 at 11:00 in WH202

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

Fall Dates: 12/2

Spring Dates: 1/6, 1/15, 1/27, 2/3, 2/19, 2/24, 3/3, 3/24, 4/7, 4/16, 4/28, 5/5

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.