

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

Date: December 02, 2013 (Monday), 11:00 a.m., WH 202

Agenda:

1. Minutes for 11/25/2013 meeting
2. Results of vote on BUS101 and ACCT 131
3. Community Education Program Goals
4. ASL198 Community American Sign Language
5. BUS200 Accounting Clerkship Internship
6. Certificate in Accounting Clerkship Proposal and Program Sheet
7. Review of Education Outlines without revisions - EDU210, EDU211, EDU241, EDU250, EDU251, EDU295, SPED260
8. Review and Discussion of Education Outlines with revisions - EDU 109, EDU150, EDU285, and EDU296

Attendance:

- | | | |
|-------------------|----------------------|--------------------------|
| 1. Ruth Abbott | 5. Catherine Good | 9. Vasemaca Savu |
| 2. Mary Van Auken | 6. Janet Hess | 10. Jennifer Seru |
| 3. Don Hess | 7. Rosalinda Sumoang | 11. Cheryl Vila |
| 4. Anne Bennett | 8. Seyoum Teshome | 12. 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 25, 2013 – Moved to approve. Seconded. Passed with changes.
2. BUS 101 Introduction to Business – No quorum by email vote. Moved to approve. Seconded. Passed. Don will format and distribute for signatures.
3. ACC133 Basic Accounting – No quorum by email vote. Moved to approved. Seconded. Approved. Signed.
4. Community Education Program Goals – Need for guidelines for Community Education courses.
 - a. Motion to establish a Community Education Program. Moved. Seconded. Passed.
 - b. Motion that the position of Dean of Vocational and Community Education be filled as soon as possible. Moved. Seconded. Passed with one abstention.
 - c. Recommendation that the Community Education Program be under Dean of Vocational and Community Education.
 - d. Motion to change Course Outline template from this point forward to include Community Education. Moved. Seconded. Passed.

Approved by CAC 01/15/2014

- e. Community courses are currently being offered without requiring an approved course outline. Once the Community Education Program is approved, the issue of outlines will be revisited.
5. ASL198 Community American Sign Language – Since this is a Community Education course, a course outline is not required at this time.
 6. BUS200 Accounting Clerkship Internship - The outline needs additional discussion. Will be reposted for discussion and comment. Motion to table. Moved. Seconded. Passed.
 7. Accounting Clerkship Internship Program and Program Sheet – Motion to table. Moved. Seconded. Passed.
 8. Review of Education Outlines without revisions – EDU210, EDU211, EDU241, EDU250, EDU251, EDU295, SPED260 - Motion to approve these outlines as a group. Moved. Seconded. Passed.
 - a. EDU210 Introduction to Teaching
 - b. EDU211 Classroom Methods and Strategies
 - c. EDU 241 Classroom Management
 - d. EDU250 Mathematics for Elementary Teachers II
 - e. EDU251 Science for Teachers
 - f. EDU295 Teaching Practicum
 - g. SPED260 Introduction to Special Education I
 9. Review and Discussion of Education Outlines with revisions - EDU 109, EDU150, EDU285, and EDU296. These outlines were voted on individually.
 - a. EDU109 Philosophical Foundations of Education - Moved. Seconded. Passed.
 - b. EDU 150 Mathematics for Elementary Teachers I - Moved. Seconded. Passed.
 - c. EDU285 ESL Language Arts Methods - Moved. Seconded. Passed.
 - d. EDU296 Teaching Practicum - Moved. Seconded. Passed.

Meeting adjourned at 12:17 p.m.

Future agenda items:

Wednesday, January 15, 2014

1. Minutes for Dec 2, 2013
2. BUS200 Accounting Clerkship Internship
3. Accounting Clerkship Program/Program Sheet
4. ENG201 Creative Writing
5. ENG210 Intro to Literature
6. ENG211 Children's Literature
7. ENG212 Survey of American Literature
8. ENG213 Survey of British Literature

Spring 2014 Semester – These outlines were brought before the Committee for review during the Fall 2013 Semester but no final action was taken.

1. VCARP050 Vocational English I
2. VCARP051 Vocational English II
3. VCARP060 Math for Construction I
4. VCARP201Roof Framing Exterior Finishing
5. VCARP202 Floor Wall & Ceiling Framing
6. VCARP210 Internship
7. MART010 STCW Basic Safety Training
8. MART020 Basic Fishing Vessel Crewmember
9. ETH101 Ethics

Next meeting:

Wednesday, January 15, 2014 at 11:00 in WH202

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

Spring Dates: 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.