

**Curriculum and Assessment Committee
Minutes – August 21, 2013**

Date: August 21, 2013 (Wednesday), 11:15 a.m., WH 202

Agenda:

1. Election of Officers
2. VCARP210 Internship
3. Introduction and welcome of new members

Attendance:

- | | | |
|-------------------|-------------------|--|
| 1. Ruth Abbott | 5. Janet Hess | 9. Va Savu |
| 2. Mary Van Auken | 6. Cheryl Vila | 10. Catherine Good |
| 3. Don Hess | 7. Florence Peter | 11. Andrea S.D. Hazzard (acting
Dev. Ed Chair Rep.) |
| 4. Anne Bennett | 8. Seyoum Teshome | |

Agenda Item(s):

The meeting was called to order at 11:15 a.m. by Ruth Abbott.

1. Election of CAC Officers
 - a. Chair: Mary Van Auken was nominated. Seconded. Passed.
 - b. Secretary: Catherine Good was nominated. Seconded. Passed.
 - c. Course Outline Editor: Don Hess was nominated. Seconded. Passed.
2. VCARP210 Internship
 - a. Moved to approve changes. Seconded. Passed with 2 abstentions.
 - i. Hours Per Week: 30
 - ii. Number of Weeks: 16
 - iii. Total Hours: 480
 - iv. Credits: 10
3. Recognition of new members
 - a. Richard Muller, Representative of Vocational Education (rdmuller@cmi.edu)
 - b. Anne Bennett, Faculty Representative (abennett@cmi.edu)

Future agenda items:

1. Approval of Minutes from 8/21/13
2. CAC Role, Scope, and Authority (RSA)
3. Review of Assessment Plan (to be sent out again by Ruth)

Next meeting:

Monday, August 26, 2013 at 11:00 in WH202

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

Fall Dates: 8/26, 9/2, 9/18, 9/23, 10/7, 10/16, 10/28, 11/4, 11/20, 11/25, 12/2

Meeting adjourned at 11:33 a.m.

Approved by CAC 08/26/2013

Respectfully submitted,
Catherine Good, Recording Secretary