

**Curriculum and Assessment Committee
Minutes – February 19, 2014**

Date: February 19, 2014 (Wednesday), 11:00 A.M., WH 202

Agenda:

1. Minutes for 2/03/2014 meeting
2. Program Learning Outcomes: Maritime Apprentice (APP) Program
3. MART 104 - Shipboard Life Skills
4. MART 105 - Mathematics for Mariners I
5. MART 106 - Seamanship I
6. MART 107 - English for Maritime Students
7. Honors Program Proposal
8. STEM Mission Statement & PLO's
9. BUS121 Business Communication

Attendance:

- | | | |
|-------------------|-------------------|-----------------------------|
| 1. Mary Van Auken | 5. Seyoum Teshome | 8. Vasemaca Savu |
| 2. Ruth Abbott | 6. Janet Hess | 9. Catherine Good |
| 3. Don Hess | 7. Jennifer Seru | 10. Mike Vredenburg (Guest) |
| 4. Cheryl Vila | | |

Agenda Item(s):

The meeting was called to order at 11:02 A.M. by Mary Van Auken.

1. Approval of Minutes from February 3, 2014 - Moved to approve. Seconded. Passed.
2. Program Learning Outcomes: Maritime Apprentice (APP) Program – Moved to approve. Seconded. Passed.
3. Course Outline Template – Revision of template. On future course outlines, Section I.A. heading should be **General Learning Outcomes** and Section I.B. heading should be **Student Learning Outcomes**.
4. MART 104 Shipboard Life Skills – Moved to approve. Seconded. Passed.
5. MART 105 Mathematics for Mariners I - Moved to approve. Seconded. Passed.
6. MART 106 Seamanship I - Moved to approve. Seconded. Passed.
7. MART 107 English for Maritime Students - Moved to approve. Seconded. Passed.
8. MART 101, MART102, MART 103 – For SIS purposes, change Alpha Numbers on these course outlines to numbers below 100. Moved to approve. Seconded. Passed.

9. Honors Program Proposal – Discussion. A review of additional comments and changes is needed. This Proposal will be carried over to the next meeting.
10. STEM Mission Statement & PLO's – Tabled until next meeting.
11. BUS121 Business Communication – Tabled until next meeting.

Meeting adjourned at 12:01 P.M.

Future agenda items:

Monday, February 24, 2014

1. Minutes for February 19, 2014
2. MART 101, 102, 103 – Update of new course numbers
3. Honors Program Proposal
4. STEM Mission Statement and PLO's
5. BUS121 Business Communication
6. Public Health Certificate Program Proposal
7. Public Health Certificate PLO's
8. Public Health Program Sheet
9. AH230 Internship

Next meeting:

Monday, February 24, 2014 at 11:00 in WH202

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

Spring Dates: 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.