

**Curriculum and Assessment Committee  
Minutes – September 14, 2014**

Date: September 14, 2014 (Sunday), 2:00 P.M., DAR Restaurant (Special Meeting)

Agenda:

1. Education Program Review

Attendance:

Mary Van Auken  
Ruth Abbott  
Don Hess  
Florence Peter

Laura Giardullo  
John Pagolu  
Seyoum Teshome  
Vasamaca Savu

Janet Hess  
Jennifer Seru  
Rosalinda Sumaoang  
Catherine Good

**Agenda Item(s):**

The meeting was called to order at 2:15 P.M. in DAR Restaurant by Mary Van Auken, Chair.

1. Education Program Review

- a. Motion that CAC request Institutional Research (IR) Department write an institutional analysis of Section 1 for the Program Review template. Moved. Seconded. Passed.
- b. Review, discussion, and revision of Sections I-X.
- c. Process for further review was determined.
  - i. Education Chair will make revisions and post new draft
  - ii. CAC members will review and comment by email
  - iii. CAC Chair will then call for completion of Rubrics by a certain date
  - iv. CAC members will submit by date indicated
    1. Review of Academic Programs Rubric
    2. Program Review Document Rubric

2. Program Review Template Discussion

- a. The process regarding outcome assessment, gap analysis, and the next step in incorporating new TracDat data needs to be reviewed.
- b. Order of content needs further review.

Meeting adjourned at 5:45P.M.

Future agenda items:

Wednesday, September 17, 2014

Approved by CAC 09/17/2014

1. Minutes for Monday, September 1, 2014
2. Minutes for Sunday, September 14, 2014
3. 2014-2015 Role, Scope, and Authority (RSA)
4. Certificate of Completion in Teaching (CCT) Program Sheet

Next meetings:

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

Fall 2014 dates: 09/17, 09/22, 10/6, 10/15, 10/27, 11/03, 11/19, 11/24, 12/1

Respectfully submitted,

Catherine Good  
Recording Secretary