

**Curriculum and Assessment Committee
Minutes – September 1, 2014**

Date: September 1, 2014 (Monday), 11:00 A.M., WH 202

Agenda:

1. Welcome new members
2. Election of Officers
3. Minutes for May 21, 2014
4. Role, Scope, and Authority (RSA)
5. 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 11:04 A.M. in WH202 by Ruth Abbott, Chair Pro-Tempore.

1. Welcome new member Laura Giardullo, Faculty Representative.
2. 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.
3. Minutes for May 21, 2014 – Moved to approve with changes. Seconded. Passed
4. 2014-2015 Role, Scope, and Authority (RSA) - review and discussion.
 - a. Moved to add Dean of Student Services as a non-voting member and remove the representative from Student Services. Seconded. Passed.
 - b. Moved to change the wording of the first sentence in the final paragraph to read as follows, “The Committee shall publish the minutes and actions via the intranet/internet in a timely manner following approval.” Seconded. Passed.
 - c. A discussion was held on the effectiveness of CAC in informing and sharing the activities of the CAC Committee. Procedures were altered. It was decided to provide current course outlines as well as minutes of activities on both the internet and the intranet. Furthermore, it was discussed that the Committee approve via e-mail the last minutes of the school year so that timely posting can begin. No change was made to the remainder of the final paragraph of the RSA.

5. The Chair called a special meeting for Sunday, September 14, 2014 (time and location to be announced later) for the committee to review the Education Program Review and the Liberal Arts Program Review Report.
6. Education Program Review - Tabled until special meeting on Sunday, September 14.

Meeting adjourned at 12:11P.M.

Future agenda items:

Sunday, September 14, 2014

1. Education Department Program Review

Wednesday, September 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. SCI 230 Introduction to Chemistry
5. Liberal Arts Program Review Report

Next meetings:

Sunday, September 14, 2014 (time and date to be announced later).

Wednesday, September 17, 2014 at 11:00 A.M. in WH202

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

Fall 2014 dates: 09/14 (Special), 09/17, 09/22, 10/6, 10/15, 10/27, 11/06, 11/19, 11/24, 12/1

Respectfully submitted,

Catherine Good
Recording Secretary