

**Curriculum and Assessment Committee
Minutes – August 31, 2015**

Date: August 31, 2015 (Monday), 11:00 A.M, WH202 (Special Meeting)

Agenda:

1. Minutes for August 24, 2015
2. CAC Assessment and Reflection (2014-2015)
3. Certificate of Completion in Special Education Program Sheet
4. Certificate of Completion in Teaching Program Sheet

Attendance:

Mary Van Auken	Jennifer Seru	Wilbert Alik
Ruth Abbott	Laura Giardullo	Ernest Canonigo
Don Hess	Jomi Capelle	Beylul Solomon
Vasemaca Savu	Florence Peter	

Agenda Item(s):

The meeting was called to order at 11:07 A.M. in WH202 by Mary Van Auken.

1. Minutes for August 24, 2015 - Moved to approve. Seconded. Passed.
2. CAC Assessment and Reflection (2014-2015) – Moved to approve with changes. Seconded. Passed.
 - a. Special commendation for Catherine Good for putting together the document
 - b. Document will accompany RSA to Executive Committee (EC).
3. Certificate of Completion in Special Education Program Sheet – Moved to approve. Seconded. Passed.
4. Certificate of Completion in Teaching Program Sheet – Moved to approve. Seconded. Passed.
5. Call for review of CAC Procedures. Don will share documents with Committee.
 - a. Procedures for New Courses or Programs and Revision of Existing Courses and Programs
 - b. CAC Program Review Procedure
 - c. Guidelines for Program Review Report
6. Attendance Reminder: Chairs and faculty representatives are compensated as part of their workload for their CAC duties. Attendance is expected.

Meeting adjourned at 11:40 A.M.

Future agenda items:

1. Minutes for August 31, 2015
2. Procedures for New Courses or Programs and Revision of Existing Courses and Programs
3. CAC Program Review Procedure
4. Guidelines for Program Review Report
5. Assessment of procedures for creating a new academic department
6. Liberal Arts Program Review Report S2013-2014
7. Program Review Section 1

Next meetings:

Monday, September 7 at 11:00 AM in WH202

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

Fall 2015 dates: 9/7, 9/16, 9/28, 10/5, 10/21, 10/26, 11/2, 11/18, 11/23, 12/7

Respectfully submitted,

Beylul Solomon
(acting Recording Secretary)
Catherine Good
Recording Secretary