

**Curriculum and Assessment Committee  
Minutes – August 24, 2015**

Date: August 24, 2015 (Monday), 11:00 A.M, WH202

Agenda:

1. Election of officers
2. Minutes for May 20, 2015
3. Role, Scope and Authority (RSA) 2015-2016

Attendance:

Mary Van Auken  
Ruth Abbott  
Don Hess  
Vasemaca Savu

Jennifer Seru  
Laura Giardullo  
Cheryl Vila  
Jomi Capelle

Wilbert Alik  
Ernest Canonigo  
Beylul Solomon  
Catherine Good

**Agenda Item(s):**

The meeting was called to order at 11:11 A.M. in WH202 by Ruth Abbott, Chair Pro-Tempore.

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. Minutes for May 20, 2015 - Moved to approve. Seconded. Passed.
3. Role, Scope and Authority (RSA) 2015-2016 – Moved to approve. Seconded. Passed.
  - a. The RSA states: “The CAC will assess their effectiveness in informing and sharing their activities annually. At the beginning of each academic year, the CAC shall share its assessment and recommended remedial actions.” To comply with this provision, the committee will prepare an Assessment report to submit to EC with the approved RSA. It will include an assessment and reflection on actions complete and incomplete, and recommendations for improvement.
  - b. The Recording Secretary will compile the list of actions and share them in a Google doc for the Committee to comment on.

New Business

4. Special Meeting called for Monday, August 31 at 11:00 in WH 202. The primary purpose will be the RSA Assessment.

5. Strategic Plan – Ruth will re-share Google Doc. Committee will review and provide input on.
  - a. Methods to set Key Performance Indicators for Academic Programs
  - b. Timeline for implementation of new programs
6. Program Reviews for the 2014-2015 school year cannot be finalized until Section 1 includes a budget. The budget has not been submitted despite requests for it.
  - a. Don will draft a letter to the CFO requesting a budget for 2014-2015 and 2015-2016.
  - b. The CAC Chair will formally send the request.
7. Academic Program Review Schedule FA2015 – SP 2021. Moved to approve with changes. Seconded. Passed.
8. Attendance Reminder: Chairs and faculty representatives are compensated as part of their workload for their CAC duties. Attendance is expected.

Meeting adjourned at 12:02 P.M.

Future agenda items:

1. Minutes for August 24, 2015
2. RSA Assessment
3. Review of CAC procedures
4. Assessment of procedures for creating a new academic department
5. Liberal Arts Program Review Report SY2013-2014
6. Program Review Section 1

Next meetings:

Monday, August 31 at 11:00 AM in WH202

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

Fall 2015 dates: 8/31(Spc.) 9/7, 9/16, 9/28, 10/5, 10/21, 10/26, 11/2, 11/18, 11/23, 12/7

Respectfully submitted,

Catherine Good  
Recording Secretary