

**Curriculum and Assessment Committee
Minutes – May 18, 2016**

Date: May 18, 2016 (Wednesday), 11:06 A.M, in Board Room

Agenda:

1. Minutes for Monday, May 10, 2016
2. Nursing Program Review SY 2011 – 2015
3. Developmental Education Program Review Report Spring 2015 – Fall 2015
4. Certificate of Completion in Bilingual Education Proposal

Mary Van Auken	Cheryl Vila	Stanley Lorennij (didn't connect Polycom)	Wilbert Alik (via Skype)
Don Hess	Jennifer Seru		Florence Peter (via Skype)
Rachel Salomon	Meitaka Lekka		Ruth Abbott (Guest)
Vasemaca Savu	Ernest Canonigo		Pamela Perkins (Guest)

Agenda Item(s):

The meeting was called to order at 11:06 A.M. in Board Room by Mary Van Auken.

1. Minutes for Tuesday, May 10, 2016 – Moved to approve. Seconded. Passed with no abstention.
2. Nursing Program Review SY 2011 – 2015 review and discussion.
 - a. Section 1 – (Needs updating to include 2011 – 2015 data) Florence Peter will notify Sali Andrike to send Cheryl Vila information needed for Cheryl to update data in this section.
 - b. Section 6 – (Assessment results need to include data on performances) Has included this as “next step” for future reviews under short-term department plan section.
 - c. Cheryl Vila will update Section 1 and email to Meitaka Lekka to forward to CAC for electronic voting. CAC will have 5 days to vote after receiving updated information in Section 1.
3. Developmental Education Program Review Report Spring 2015 – Spring 2016 review and discussion.
 - a. Section 2: Outcomes Assessment - Discussion about benchmark summary report (Benchmark Unmet) – Needs to address consistently unmet benchmarks and have action plans in place in program review report.
 - b. Wilbert will help fix “Table of Contents” section.
 - c. Section 4: New Initiatives
 - i. “Project title: Proposed English Learning Institute /Re-focused English for Academic Purposes”
 1. Take out “Proposed English Learning Institute” in project title above.
 2. CAC recommends to have this taken back to department for further discussion to determine if ELI administration structure is appropriate.
 - ii. Move projects “Simplify and Reframe Outcomes” & “CMI 101 Assessment” to Section 5: Recommendations.
 - iii. “Project title: Dev Ed Distance Ed Class”

1. Needs to beef-up work plan
 - iv. “Project title: Dev Ed Expansion to Ebeye”
 1. Needs to beef-up work plan
 2. Needs a budget
 - d. Definition Discussion -
 - i. Initiatives: might cost money, must have a work plan, not simple, new w/ multi-purpose phases.
 - ii. Recommendations: most often have no cost, one step, internal
 - e. Section 5: Recommendations -
 - i. Remove all “initiative” table formats
 - ii. Project title: “Math Tutors in 1st Floor De Brum Hall”
 1. Recommendation to ASP
 - iii. Project title: “Learning Communities”
 1. Move to “Section 3: Previous Initiatives”
 - iv. Project title: “Introduce Controls on Faculty Assessment of SLOs”
 1. Recommendation to others (create assessment committee)
 - f. Jennifer Seru will update review report and send to Meitaka Lekka to forward to CAC for electronic voting & rubricing. CAC will have 5 days to vote after receiving updated review report.
4. Certificate of Completion in Bilingual Education Proposal –
 - a. Read both CMI and Customary Law and Language Commission (CLLC) proposals
 - b. Choose which approach we should take (CMI or CLLC Proposal)
 - c. Use CLLC proposal to send electronic comments along with vote & rationale to Don Hess by Friday, May 27th.

Meeting adjourned at approximately 12:00 P.M.

Future agenda items:

Minutes

Minutes for May 18, 2016

Assessments

CAC Assessment, Reflection, and Recommended Remedial Actions For 2015-2016

Program Reviews

Nursing Program Review SY 2011 - 2015

Program Review Reports

Developmental Education Program Review Report Spring 2015 - Fall 2015

New Program Proposals

B.S. Degree in Elementary Education Program Proposal
 Certificate of Completion in Bilingual Education Proposal

Course Outlines

ENG 151 Pacific Literature
 PI 260 Nuclear Tests in the Pacific

PSY 201 Human Growth and Development
SOC 130 Introduction to Sociology
PI 122 Issues in Pacific Studies

Templates

Program Review Template
Academic Program Review Template
Template for Elimination of a Course or Program

Next meetings:

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

Fall 2016 dates: To be announced

Respectfully submitted,

Meitaka Kendall-Lekka
Acting Recording Secretary