

**Curriculum and Assessment Committee
Minutes – September 5, 2016**

Date: September 5, 2016 (Monday), 11:00 A.M, in WH202

Agenda:

1. Welcome new members
2. CAC vs CC and AC discussion
3. Minutes for June 2, 2016 Online Voting
4. Minutes for Monday, August 15, 2016
5. A.A. in Business Administration Program Sheet
6. Nursing Program Course Sequence
7. Procedure for Electronic Voting
8. Certificate of Completion in Marine Science Proposal

Mary Van Auken
Vasemaca Savu
Ruth Abbott
Elizabeth Switaj

Ernest Canonigo
Florence Peter
Jennifer Seru

Meitaka Lekka
Melinda Nish
Pamela Perkins

Serena Hackerott
Wilbert Alik
Erin Tsai
Catherine Good

Agenda Item(s):

The meeting was called to order at 11:05 A.M. in WH202 by Mary Van Auken, Chair.

1. Welcome new members
 - a. Serena Hackerott, Faculty Representative
 - b. Erin Tsai, Student Representative
2. CAC vs CC and AC - Background and actions.

Background:

- a. On August 5, 2016, CAC accepted the "CAC Assessment Reflection, and Recommended Remedial Actions 2015-2016" which included the section

IV. Remedial Actions

Due to the amount of work that the CAC is required to do, the committee would be more efficient if it was divided into two committees with different membership (some people may be on both committees). The committees should be the Curriculum Committee and a separate Assessment Committee should be formed.

- b. On August 5, 2016, CAC approved a Curriculum Committee RSA in anticipation of establishing separate committees.

- c. On August 16, 2016, both documents, along with an Assessment Committee Proposal were presented to the Executive Council (EC). During that meeting, motions to approve each of the documents were passed.
- d. On August 26, 2016, in Faculty Senate, a motion that CAC meet under its last approved RSA was approved.
- e. On August 31, 2016, EC reconsidered its prior vote on adopting CAC recommendations and requested further discussion on this issue.

Actions

- f. A motion was made, seconded, and passed that the CAC Chair speak with Faculty Senate on September 9. She will present rationale for why CAC reported their actions to Faculty Senate, but requested approval from EC. The rationale will include the BOR Policy and Procedures 620.01 which provides that the Curriculum Committee be a standing committee of the college and 620.04 #5 which states that, "Any change in the Curriculum Committee polices (sic) (except changes as defined in CMI Policy 141.00) shall be forwarded to the Executive Council for review and approval. If approved by the Executive Council, the changes shall be forwarded to the Board of Regents for final approval." She will also present the RSA for the Curriculum Committee and the Assessment Committee Proposal and ask for feedback from the Faculty Senate.
 - g. A motion was made, seconded, and passed that the Curriculum Committee review and draft revisions to relevant sections Board of Regents Policy and Procedures (adopted December 15, 2003). Those sections consist primarily of 620.04 and 620.05. If and when approved, the Committee will follow established procedures for reporting and submitting these recommendations.
3. Minutes for June 2, 2016 - Online Voting for approval of Nursing Program Review and the Developmental Education Program Review Report. Moved to approve with change. Seconded. Passed with three abstentions.
 4. Minutes for Monday, August 15, 2016 - No action taken.
 5. A.A. in Business Administration Program Sheet - No action taken.
 6. Nursing Program Course Sequence - No action taken.
 7. Procedure for Electronic Voting - No action taken.
 8. Certificate of Completion in Marine Science Proposal - No action taken.

Note: Chair called for a Special Meeting: Monday, September 12, 2016 at 11:00 in WH202.

Meeting adjourned at approximately 12:30 P.M.

Future agenda items:

Minutes

Minutes for August 15, 2016

Minutes for September 5, 2016

Membership

Replace Dean of Student Services with Director of Financial Aid (this was an action approved by EC on 8/17/2016 but not approved by CAC)

Program Review Reports – Fall 2016

Business Program Review Report
General Education Program Review Report
Education Program Review Report
Liberal Arts Program Review Report
Vocational Program Review Report

New Program Proposals

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

Course Outlines

SCI 111 Environmental Science
SCI 135 Intro to Marine Science
SCI 220 Marine Field Research Methods
SCI 225 Principles of Aquaculture
SCI 235 Tropical Marine Ecosystems
SCI 240 Marine Conservation and Management
SCI 245 Integrated Coastal Management
SCI 250 Internship in Marine Science
SCI 255 Data Analysis and Presentation
SCI 260 Independent Research in Marine Science
SCU 201 PADI Open Water Scuba
SCU 201 PADI Advanced Scuba and Scientific Diving
EDU 111 Teaching Climate Change
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

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

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays.

Fall 2016 dates: 9/12 (Spc), 9/19, 10/3, 10/17, 11/7, 11/21, 12/5

Respectfully submitted,

Catherine Good
Recording Secretary