

**Curriculum and Assessment Committee
Minutes – September 04, 2017**

Date: September 04, 2017 (Monday), 11:00 A.M, in WH202

Agenda:

1. May 15, 2017 Minutes Draft
2. August 21, 2017 Minutes Draft
3. 2016-2017 Assessment Report
4. Recommendation Report from the Faculty Senate subcommittee.

Mary Van Auken

Elizabeth Switaj

Meitaka Kendall-Lekka

Florence Peter

Folake Jenyo

Pamela Perkins

Serena Hackerott

Vasemaca Savu

Wilbert Alik

Jomi Capelle

Jacinta Samuel

Cheryl Vila

Agenda Item(s):

The meeting was called to order at **11:04A.M.** in WH202 by Mary Van Auken, chair.

1. May 15, 2017 Minutes – Motion to approve with minor changes. Seconded. Passed with 1 abstention.
 - a) Discussed item #8: “PLOs needing documentation - A template will be created to document stating mission statement and PLOs for each program requiring signatures by Vice President of Academic and Student Affairs, Dean of Academic Affairs, and Chair of Curriculum Committee to be kept on file in “the Office of the Dean of Academic Affairs.”
 - b) Minor changes were made for this item as last sentence was incomplete. Highlighted line above was added to minutes.
 - c) It was also shared that template is important for CC procedures and work. As such, it was requested to table item for next meeting agenda for further discussion and information.
2. August 21, 2017 Minutes – Motion to approve with minor changes. Seconded. Passed with 1 abstention.
 - a) Minor changes were made to replace the word “CAC” with “CC”.
3. 2016-2017 Assessment Report – Moved to approve with changes. Seconded. Passed.
 - a) All changes went under “Narrative of Activities” area. Originally, all four sections were blank.
 - II. Unresolved issues:
 1. Issues with “Reporting” system at Faculty Senate and EC, although set of suggestions from FS ad hoc committee may address issue.
 2. Issues with approval documentation of PLOs and mission statements. For more info, look above under 1(a) section. Further discussion about this led to inquiry of new procedures for course outline changes.
 - a) Current procedures should be as follows: Approval of new course outline → CC chair, Dean of Academic Affairs, and VP of Academic Affairs sign new course outline document →

DoAA place in physical course file → DoAA update SIS as well as scan pdf copy of file to IT (for CC Powertools folder) and email MS Word copy to CC Secretary (for CC website) → CC Secretary email document to all CC members → each Department Chair update their Department pages in CMI website.

- III. Reflections: As seen on 2016-2017 Assessment Report, CC has been more effective as it's able to now primarily focus on curriculum-related work.
 - IV. Remedial Actions: CC may have to change its RSA after EC approves recommendation from Faculty Senate ad hoc committee.
- b) Dean of Academic Affairs will postpone reporting Assessment Report until after Executive Committee (EC) meets Wednesday (09/06/17) and document goes through the proper channels. In the meantime, CC Secretary will email document to all Faculty Senate members for review and comment.
4. FS ad hoc committee recommendations:
- a) Recommendations were further reviewed and discussed. CC will wait until next EC Meeting where these recommendations will be presented to EC Committee for approval in order to move forward with necessary steps/actions as proposed under recommendations.
5. Other discussions: ABE (Adult Basic Education) Program
- a) This item may come up in CC's future agenda as ABE Department wants to improve its program and is interested in getting "course outline" training from CC. It was discussed, however, that ABE Program and Academic Affairs needs to first review ABE Program more closely as program does not have "course outlines" instead, their program is similar to the High School Curriculum.

Meeting adjourned at 12:03P.M

Future agenda items:

Minutes for September 04, 2017
2016-2017 Assessment Report
CC RSA
CC Procedures

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays.

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary