

**Curriculum and Assessment Committee
Minutes – September 18, 2017**

Date: September 18, 2017 (Monday), 11:00 A.M, in BOR Conference Room

Agenda:

1. September 04, 2017 Minutes Draft
2. 2016-2017 Assessment Report
3. CC Procedures
4. CC RSA

Wilbert Alik
Waisiki Baleikororocau
Jomi Capelle
Serena Hackerott
Folake Jenyo

Meitaka Kendall-Lekka
Stanley Lorennij
Dr. Melinda Nish
Dr. Pamela Perkins
Florence Peter

Jacinta Samuel
Vasemaca Savu
Jennifer Seru
Dr. Elizabeth Switaj
Mary Van Auken
Cheryl Vila

Agenda Item(s):

The meeting was called to order at **11:06A.M.** in BOR Conference Room by Mary Van Auken, chair.

1. Welcome STEM Interim Chair, Mr. Wasiki Baleikorocau.
2. September 04, 2017 Minutes – Motion to approve. Seconded. Passed with 1 abstention.
3. 2016-2017 Assessment Report – Accepted.
 - a) Report was circulated for a week to allow faculty members to review and comment. No comments were made thus report has been anonymously accepted.
4. CC Procedures:
 - a) Reviewed updates in page 1.
But as CC is considered to be a large group, it was suggested that CC look at general principles regarding procedures, but have a smaller taskforce or sub-committee review procedures in detail to be more efficient and effective and offer recommendations to address necessary changes related to Faculty Senate, Institutional Planning Committee, and Executive Committee procedures.
 - b) Taskforce members include: Elizabeth Switaj, Wilbert Alik, and Serena Hackerott
5. CC Role Scope and Authority (RSA):
 - a) It was also recommended to have a different sub-committee review RSA for the same reasons above under CC Procedures.
 - b) Taskforce members include: Mary Van Auken, Vasemaca Savu, and Meitaka Kendall-Lekka
6. Other discussions:
 - a) TracDat – Needs to assign primary owner for each course outlines. Cheryl Vila will email list of course outlines and their respective owners for each department to work from.
 - b) CMI Website – Temporary website address is “betasite.cmi.edu”. All department chairs will be trained accordingly to be able to manage and update their respective academic areas on the new CMI website. New CMI website and CC Google Site must be updated so both have accurate course outlines posted.

Meeting adjourned at 12:05P.M

Future agenda items:

Minutes for October 02, 2017

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays.

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary

DRAFT