

**Curriculum and Assessment Committee
Minutes – November 20, 2017**

Date: November 20, 2017 (Monday), 11:00 A.M, in BOR Conference Room

Agenda:

1. November 06, 2017 Draft Minutes
2. ENG 211 “Children's Literature” Course Outline
3. ENG 151 “Pacific Literature” Course Outline
3. CC Procedures
4. General Education Mission Statement
5. Business Studies Mission Statement
6. ACC 133 “Basic Accounting” Course Outline

Wilbert Alik	Dr. Pamela Perkins	Florence Peter (apologized)
Waisiki Baleikorocau	Va Savu	
Serena Hackerott	Jennifer Seru	
Folake Jenyo	Dr. Elizabeth Switaj	
Meitaka Kendall-Lekka	Mary Van Auken	
Rigieta Lord	Cheryl Vila	

Agenda Item(s):

The meeting was called to order at **11:05A.M.** in BOR Conference Room by Mary Van Auken, chair.

1. November 06, 2017 Draft Minutes – Moved to approve w/ changes. Seconded. Passed.
 - a) Changes included member name spelling, agenda item #3 acronym (IEC changed to EC), and agenda item#10 acronym (CC to IEC).
2. ENG 211 “Children's Literature” Course Outline – Moved to approve with changes. Seconded. Passed.
 - a) Changes included minor template formatting and updates for section: “Course prepared by”.
3. ENG 151 “Pacific Literature” Course Outline – Moved to approve. Seconded. Passed.
4. CC Procedures – Tabled for next CC meeting.
 - a) Course outline template – Added “Distribution Area” section.
 - b) All course outlines brought to CC going forth will have to follow this new course outline template.
 - c) All CC members need to carefully review procedures before next CC meeting when procedures will be voted on.
5. General Education Mission Statement – Moved to accept with minor changes. Seconded. Passed.
 - a) Changes included striking out word “human” from the phrase “human diversity”.
6. Business Studies Mission Statement – Tabled for next meeting.

- a) CC members reviewed and added changes to proposed mission. BSD chair will take mission with these changes back to department for further review and comment.
7. ACC 133 “Basic Accounting” Course Outline – Tabled for next meeting.
- a) Need to update SLO mapping section from numbers to key words using SLO key words entered in TracDat.

Meeting adjourned at 12:02 P.M.

Future agenda items:

1. November 20, 2017 Draft Minutes
2. CC Procedures
3. BSD Mission Statement
4. ACC133 “Basic Accounting” course outline
5. NURS 110 “Fundamentals of Nursing” course outline

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meeting will be on Monday, December 04, 2017.

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary