

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

Date: December 04, 2017 (Monday), 11:00 A.M, in BOR Conference Room

Agenda:

1. November 20, 2017 Draft Minutes
2. CC Procedures
3. Business Studies Mission Statement
4. ACC 133 “Basic Accounting” Course Outline
5. NURS110 “Fundamentals of Nursing” Course Outline

Waisiki Baleikorocau	Florence Peter	Wilbert Alik (apologized)
Jomi Capelle	Va Savu	Rigieta Lord – off island
Serena Hackerott	Jennifer Seru	Dr. Melinda Nish – off island
Folake Jenyo	Dr. Elizabeth Switaj	Jacinta Samuel – On leave
Meitaka Kendall-Lekka	Mary Van Auken	Tamar Capelle (apologized)
Dr. Pamela Perkins	Cheryl Vila	

Agenda Item(s):

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

1. November 20, 2017 Draft Minutes – Moved to approve w/ minor edits. Seconded. Passed.
2. CC Procedures – Moved to approve with changes. Seconded. Passed.
 - a) Changes included terms used under prerequisites section.
 - b) Locations of curriculum: CC secretary to request Boni (IT Director) to setup “current curriculum” and an “archived curriculum” folder in Powertools. Need to also request from IT to make Cheryl Vila an “owner” of CC site to help with CC minute uploads.
3. Business Studies Mission Statement – Moved to approve. Seconded. Passed.
4. ACC133 “Basic Accounting” Course Outline – Moved to approve. Seconded. Passed.
5. NURS110 “Fundamentals of Nursing” Course Outline – Tabled for next meeting.
 - a) Requesting to change prerequisites and allow students to take “SCI210” concurrently with “SCI10” to prevent student graduation delays.
 - b) Tabled for next meeting with a request to include program course sequence to review effectively.
6. Others: CC agreed to hold a special meeting on December 11 to further review NURS110 Course Outline and to say “Kommel & Jeramman” to Wilbert and Serena as this is their last semester at CMI and at CC.

Meeting adjourned at 12:02 P.M.

Future agenda items:

1. December 04, 2017 Draft Minutes
2. NURS 110 “Fundamentals of Nursing” course outline

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meeting will be on Monday, December 18, 2017.

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary

DRAFT