

**Curriculum and Assessment Committee
Minutes – October 02, 2017**

Date: October 02, 2017 (Monday), 11:00 A.M, in BOR Conference Room

Agenda:

1. Review updated RSA
2. September 18, 2017 Minutes Draft
3. Breakout Session: CC Procedures, CC RSA, & CAP066 Groups

Wilbert Alik	Meitaka Kendall-Lekka	Jacinta Samuel
Waisiki Baleikororocau	Stanley Lorennij (PolyCom)	Vasemaca Savu
Tamar Capelle	Dr. Melinda Nish	Jennifer Seru
Serena Hackerott	Dr. Pamela Perkins	Dr. Elizabeth Switaj
Folake Jenyo	Florence Peter	Mary Van Auken Cheryl Vila

Agenda Item(s):

The meeting was called to order at **11:09A.M.** in BOR Conference Room by Mary Van Auken, chair.

1. Welcome to new member - Tamar Capelle (Student Representative) & “Iokwe” to new employee - Rigieta Lord (ABE/Vocational Director).
 - a) Non-Credit Courses (ABE/Vocational) currently have no participation in CC. As such, VP of Academic Affairs made a recommendation for CC to include ABE/Vocational Director to the committee stating the importance of “integration” for all the course levels within CMI to be able to function well together: [Non-Credit Courses (ABE & Vocational) → Developmental Education → Credit Courses].
2. September 18, 2017 Minutes: Motion to approve with minor changes. Seconded. Passed with 1 abstention.
3. Breakout Session:
 - a) Various CC members formed three groups for the following CC functions/tasks: CC Procedures, CC RSA, and CAP066. Each group was tasked to review each items in detail and provide recommendations and suggest changes necessary before next CC Meeting.

Members moved to smaller group meetings at 11:20P.M.

Future agenda items:

1. Minutes for October 02, 2017
2. Discussion - CC Members
3. Updates on CC Procedures
4. Updates on CC RSA
5. Updates on CAP066

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meeting will be on Monday, October 16, 2017.

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary

DRAFT