

**Curriculum and Assessment Committee
Minutes – November 06, 2017**

Date: November 06, 2017 (Monday), 11:00 A.M, in BOR Conference Room

Agenda:

1. Minutes for October 16, 2017
2. Updates on CC Procedures
3. Updates on CC RSA
4. Updates on CAP066
5. Social Issues vs Social Sciences
6. ENG 211
7. Marine Science Certificate Program sheet
8. MSC 281-285
9. Discussion of science courses without labs

Wilbert Alik
Waisiki Baleikororocau
Jomi Capelle
Tamar Capelle
Serena Hackerott

Folake Jenyo
Meitaka Kendall-Lekka
Dr. Pamela Perkins
Florence Peter

Jennifer Seru
Dr. Elizabeth Switaj
Mary Van Auken
Cheryl Vila
Va Savu (apologized)

Agenda Item(s):

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

1. October 16, 2017 Draft Minutes – Moved to approve w/ minor changes. Seconded. Passed.
 - a) Member name spelling
2. CC Procedure Group Report –
 - a) Waiting for VP Mr. Kotton on budget template for new programs to finalize this.
3. Updated CC RSA – Has been approved by EC according to an EC member in CC.
4. CAP066 Group Report –
 - a) Keep the course, but need to make revisions to course outline and possibly integrated some course content in CMI101 and ICS101 courses.
 - b) “Typing” content in CAP066 is essential and students need more typing lessons. Committee is requesting for a typing software to be installed in all computer labs to help with this.
5. Social Issues vs Social Sciences – Moved to approve. Seconded. Passed.
 - a) It was requested that General Education “Social Issues” course category be changed to “Social Sciences” to be in line with what other colleges are doing.
 - b) This means all programs will need to update their program sheets to reflect this change.
6. ENG 211 – Will update and re-sent course outline for CC to review and comment for next meeting.
7. Marine Science Certificate Program sheet – Moved to approve. Seconded. Passed.
 - a) Changed “Elective course” total credits from 4 credits to 3-4 credits which changed total program sheet credits from 31 to 30 credits total.
8. MSC 281-285 – Moved to approve. Seconded. Passed.

- a) Changed course outline “Alpha Number” from “SCI 281-285” to “MSC 281-285”. Also changed course titles to include total credits after each course title for SIS to accept.
9. Discussion of science courses without labs -
 - a) Climate Change Certificate may be offered soon and department is looking at increasing science course offerings that don't have labs. For example, the Environmental Science Course here includes a lab, but in reality does not need the lab component. No colleges does this for their Environmental Science Courses.
10. Other discussions -
 - a) Action Items from IEC:
 - All departments need a mission statement. Mission statements must be sent to IEC for review and approval.
 - CC needs to look at Developmental Education Department PLOs. Plan is to change department name from Dev Ed to Dev ENG. Math component will be moved to STeM Department.
 - CC needs to look at Education Department PLOs.
 - Business Studies Department has 2 mission statements. Must choose 1 and have CC review and approve.

Meetings adjourned at 12:17 P.M.

Future agenda items:

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

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meeting will be on Monday, November 20, 2017.

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary