

**Curriculum Committee
Minutes – January 22, 2018**

Date: January 22, 2018 (Monday), 11:00 A.M, in BOR Conference Room

Agenda:

1. December 18th, 2017 Draft Minutes
2. CC Procedures
3. Education Course Outlines
4. CMI101 Taskforce Updates
5. ABE Curriculum Updates
6. Vacant Faculty Rep. Position in CC

Waisiki Baleikorocau	Dr. Pamela Perkins	Mary Van Auken
Folake Jenyo	Florence Peter	Cheryl Vila
Meitaka Kendall-Lekka	Va Savu	
Rigieta Lord	Jennifer Seru	
Dr. Melinda Nish	Dr. Elizabeth Switaj	

Agenda Item(s):

The meeting was called to order at **11:02A.M.** in BOR Conference Room by Mary Van Auken, chair.

1. December 18th, 2017 Draft Minutes – Moved to approve w/ minor edits. Seconded. Passed.
2. CMI101 –
 - a) Acting VP of Academic Affairs (Dr. Nish) gave a FYI that this course is an important place where students can get critical information regarding GPA impacts, credit hours, probation, financial aids etc.
 - b) CMI101 taskforce (Va, Mary, Jen, Elizabeth, Dr. Nish) was reminded about Fall 2018 deadline to submit course outline updates for these to be applicable next semester.
3. Education Course Outlines – tabled for next meeting.
4. CC Procedures –
 - a) These procedures have been approved by CC, however members are being reminded to carefully read current procedure and look at updated templates so everyone understands these before proposing changes or creating new items for CC to review.
5. ABE Updates –
 - a) Director of ABE reported that she has requested ABE department to submit by February 02, 2018 first draft of their respective course outlines for her review first before forwarding to CC.
6. Vacant faculty representation position in CC –
 - a) Departmental nominations were announced from various Department heads. After sharing nominations, all CC members collectively agreed with Dev Education's

nomination of Gade Maitokana. The CC chair will formally email her to confirm her acceptance to represent faculty body at CC.

7. Others –

- a) DOAA (Va) reminded everyone to submit all new or updated course outline timely (by ??) in order for new course(s) or updates to be available next Fall 2018 semester.
- b) Dr. Nish mentioned the need for students to know if course they register for has an online component or if it's a hybrid course and to keep in mind the need to be in compliance with WASC online-learning regulations. A suggestion was to perhaps indicate this under course outline.
- c) Cheryl Vila gave a FYI for CC to start thinking about possibly changing course outline format to reflect and align with Colleges assessment plan works.

Meeting adjourned at 12:00 P.M.

Future agenda items:

1. January 22, 2018 Draft Minutes
2. Education Course Outlines

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meeting will be on Monday, January 29, 2018.

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary