

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

Date: January 29, 2018 (Monday), 11:00 A.M, in BOR Conference Room

Agenda:

1. January 22, 2018 Draft Minutes
2. CC Folder – Missing Items
3. Education Department Program Learning Outcomes

Waisiki Baleikorocau	Dr. Pamela Perkins	Mary Van Auken
Folake Jenyo	Florence Peter	Cheryl Vila
Rigieta Lord	Jennifer Seru	Boni Sanchez (by invitation)
Dr. Melinda Nish (via Zoom)	Dr. Elizabeth Switaj	Vasemaca Savu (Excused)
	Gade Maitokana	Meitaka K. Lekka (Excused)

Agenda Item(s):

The meeting was called to order at **11:15 A.M.** in BOR Conference Room by Mary Van Auken, chair.

1. January 22 Draft Minutes – Moved to approve w/ minor edits (7.a March 30th). Seconded. Passed.
2. CC Folder Missing Items-
 - a) IT Director (Boni Sanchez) reported the following items missing in the CC Folder
 - i) PDF signed Course outlines updated in 2017
 - ii) CC RSA Year 17-18
 - b) IR Director (Cheryl Vila) confirmed that CC Secretary has access to CC Folder in Power Tools system
 - c) Plan of Action:
 - i) All Chairs were given access to CC Folder.
 - ii) Chairs were tasked to add their signed missing course outlines in PDF form to the CC Folder.
 - iii) The Chairs are to bring their list of missing course outlines to the next meeting.
 - iv) CC Chair will send the CC RSA Year 17-18 to John (IT).
3. Education Department Program Learning Outcomes-
 - a) Dr. Pam Perkins reported that Education Department is currently working on combining the BA and AS PLOs into one set of Education PLOs.
 - b) Dr. Perkins also highlighted that the CCT Program will continue to have a separate set of PLOs as it is a stand-alone Program and not connected to any degree.
 - c) There will have to be further discussions on this CCT PLO item as pointed out by Dr. Nish.

4. Others –

- a) CC Chair welcomed the new CC Faculty Rep, Gade Maitokana.

Meeting adjourned at 12:00 P.M.

Future agenda items:

1. Jan. 29th, 2018 Draft Minutes
2. CMI 101 taskforce - any reports
3. Archiving (with SIS consideration)
4. ABE course outlines (first look)
5. BA PLOs and Assessment taskforce report
6. BA General Education
7. Other Education discussions

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meeting will be on Monday, February 5, 2018.

Respectfully submitted,

Jennifer Seru for

Meitaka Kendall-Lekka
Recording Secretary