

**Curriculum Committee
Minutes – February 05, 2018**

Date: February 05, 2018 (Monday), 11:00 A.M, in BOR Conference Room

Agenda:

1. January 29, 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

Waisiki Baleikorocau	Gade Maitokana	Mary Van Auken
Jomi Capelle	Dr. Pamela Perkins	Cheryl Vila
Folake Jenyo	Florence Peter	Dr. Melinda Nish (via Zoom)
Meitaka Kendall-Lekka	Vasemaca Savu	
Hermon Lajar	Jennifer Seru	
Rigieta Lord	Dr. Elizabeth Switaj	

Agenda Item(s):

The meeting was called to order at **11:05 A.M.** in BOR Conference Room by Mary Van Auken, chair.

1. January 29 Draft Minutes – Moved to approve w/ minor edits. Seconded. Passed with three abstentions.
 - a) Minor edits under “Attendance” and “Future Agenda” Sections
2. CMI101 Updates - Tabled
 - a) Taskforce was unable to meet.
3. Archiving (with SIS considerations)
 - a) CC members agree that inactive courses after 3 years can be archived in Tracdat and SIS.
 - b) Archived courses can be re-activated again without changing course name if there are no major changes.
4. ABE course outlines (first look)
 - a) Course outlines must be shared using Google Docs to allow for commenting.
 - b) Need to obtain course CIP#s from online.
 - c) It was suggested for ABE Department to share its PLOS in order for committee to better understand and review SLOs under each course outlines.
 - d) Under “Credit” section, enter “0” (zero) to indicate courses are non-credit.
5. BA PLOs and Assessment Taskforce Report

- a) BA PLOs were discussed to see whether all five PLOs needed to be assessed by the Education Department. It was indicated that all five PLOs belong to the Education department and need assessment plans. It is important to note, however, that two sets of those five PLOs were developed specifically for the two advanced specialization certificates in which courses are taught to NSSP students only in the summer.
 - b) It was argued, however, that although this is the case, these courses belong to CMI thus must have assessment plans.
6. BA General Education
- a) It was agreed that although three of Education Department's BA courses fall under General Education, these three courses (ART329, IDS428, and ETH300) belong or are owned by the Education Department. Thus, Education Department will be in charge of linking courses to proper faculty for assessment.
7. Others –
- a) A question was raised to clarify which distribution area would the “U.S. History” and “R.M.I History” courses fall under to which General Education chair answered:
 - U.S. History falls under Social Science
 - R.M.I History falls under both Social Science and Humanities

Meeting adjourned at 12:04 P.M.

Future agenda items:

1. Welcome new members
2. February 05, 2018 Draft Minutes
3. CMI 101 Taskforce Updates
4. Education Course Outlines
5. LA Courses to be considered for archiving
6. Developmental Education Mission Statement

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meeting will be on Monday, February 19, 2018.

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary