

**Curriculum Committee
Minutes – February 19, 2018**

Date: February 19, 2018 (Monday), 11:00 A.M, in BOR Conference Room

Agenda:

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
7. Others

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

Agenda Item(s):

The meeting was called to order at **11:03 A.M.** in BOR Conference Room by Mary Van Auken, chair.

1. Welcome new members – Arina Mizutani (Student representative) and Verenaisi Bavadra (Library Director).
2. February 05, 2018 Draft Minutes – Tabled for next meeting.
 - a) Need to verify format of “dates” from previous minutes.
 - b) Item #3 and #5 needed to be updated.
 - c) Will send via email as Google Docs for committee to review, comment and present next CC meeting for approval.
3. CMI 101 Updates –
 - a) This course is a three credit, General Education course taught by the Developmental Education Department. The taskforce is currently looking to update course SLOs to reflect GE SLOs.
 - b) Developmental Education Department plans to have a meeting this week with all CMI 101 instructors to review course outlines. Course outline and updates will be included in EMC agenda for review and comments. Additionally, course updates will be presented during Faculty In-Service on March 19th for further feedback from faculty as a whole.
4. Education Course Outlines – Tabled for next meeting.
 - a) Course outlines were sent to Faculty Senate and CC for review and commenting via Google Docs.

- b) Course outlines will be updated based on Google Doc comments from faculty and CC members. MS Word copy with updates/changes included will be send to CC for final review and approval.
- 5. LA courses to be considered for archiving – Moved to approved. Seconded. Passed.
- 6. Developmental Education Mission Statement – Tabled for next meeting.
 - a) Will take mission statement to department first for review and comments. Then, share with CC for further review and comments.
- 7. Others –
 - a) TracDat Assessment Tools: Need to create a standard list of assessment tools to use in TracDat based on assessment tool list in course outlines for control and assessment quality measures.
 - b) Archiving Courses: All departments need to submit their list of courses to be archived to Faculty Senate and CC for review and approval at the earliest convenience. Archiving inactive courses is critical because these inactive courses negatively affects department program assessment performance reports. Moreover, these reports are send to ACCJC.

Meeting adjourned at 11:53 P.M.

Future agenda items:

1. February 05, 2018 Draft Minutes
2. February 19, 2018 Draft Minutes
3. CMI 101 Taskforce Updates
4. Education Course Outlines
5. Developmental Education Mission Statement
6. STEM Courses to be considered for archiving
7. BSD Courses to be considered for archiving

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meeting will be on Monday, March 05, 2018.

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary