

**Curriculum and Assessment Committee  
Minutes – October 08, 2018 Meeting**

Date: October 08, 2018 (Monday), 11:00 A.M, in BOR Conference Room

Agenda:

1. September 17, 2018 Minutes
2. VCARP 050, 051, 060 changed credits from 3.0 to 1.5 (SIS issue) - DoAA
3. ENG 067, 086, 089, 096, 099 and SCI 130-230 changed course title (SIS issue) -DoAA
4. CC Carpentry Program Sheet
5. General Education Taskforce Nominations from each Department – ALL CHAIRS
6. Procedures Handbook Taskforce Update? – RIGI, OYIN, GADE, HERMON
7. CC Assessment Report? – CC MEMBERS REVIEW/COMMENT
8. Others

Waisiki Baleikorocau	Dr. Pamela Perkins
Verenaisi Bavadra	Jennifer Seru
Rosie Koroi	Dr. Elizabeth Switaj
Jomi Capelle	Cheryl Vila
Meitaka Kendall-Lekka	Oyinade Ogunmokun
Rigieta Lord	*Ikourenng Piailuk (Student
Gade Maitokana	Rep present – Alice Capelle)

**Agenda Item(s):**

The meeting was called to order at **11:15 A.M.** in BOR Conference Room by CC Chair, Verenaisi Bavadra.

1. CC Chair asked Jomi to start meeting with an opening prayer.
2. September 17, 2018 Minutes – Moved to approved with changes. Seconded. Passed.
3. VCARP 050, 051, 060 changed credits from 3.0 to 1.5 (SIS issue) – Tabled for next meeting.
4. ENG 067, 086, 089, 096, 099 changed course title (SIS issue) – Tabled for next meeting.
5. CC Carpentry Program Sheet – ABE Director will notify Carpentry Chair.
6. General Education (GE) Taskforce – Updates
  - a) Each Department chairs confirmed respective representatives from each academic area for this taskforce whom has been tasked to appoint an interim GE Chair. Members includes: Florence Peter (Nursing), Hermon Lajar (Marshallese Studies), Meitaka K. Lekka (Business Studies), Rosie Koroi (Education), Gade Maitokana (Developmental Education), Rosalinda Sumaoang (STeM), Matthew Hunt (LA).
7. Procedures Handbook - Updates

- a) Taskforce members (Rigi, Oyinate, Gade, Hermon) along with VPAA, Dr. Switaj (who is not an official taskforce member but attends taskforce meeting when available on as advisory capacity) met and have decided to first read manual as well as ACCJC manual and will reconvene again to assign members and start reviewing the different areas of procedures handbook.
8. CC Assessment Report & RSA – Updates
    - a) CC Secretary will email both documents out for CC members for final review and comment.
    - b) [CC Assessment Report](#) – deadline for review/comment is cob Friday, 10/12/18
    - c) [CC RSA](#) – deadline for review/comment is cob Tuesday, 10/09/18
  9. Others -
    - a) CC Chair Position Changed – Moved to nominate Jennifer Seru. Seconded. Accepted.
      - Current CC Chair (Verenaisi Bavadra) proposed for an immediate change in CC Chair position to be a faculty within CC which is seen as a more fitting role for this position as it entails in CC RSA. Moreover, chair feels CC issues are best taken to IEC by a faculty who is also the CC Chair. Nominations were made and Jennifer Seru is the new CC Chair.
      - It was discussed that this be included in the current CC RSA along with including Library Director to be a member of CC.
    - b) CC Course Outline Editor – Committee members also confirmed the change of course outline editor from Cheryl Vila to Gade Maitokana as agreed in previous meeting.

**Meeting adjourned at 11:50 A.M.**

**Future agenda items:**

1. October 08, 2018 Minutes
2. VCARP 050, 051, 060 changed credits from 3.0 to 1.5 (SIS issue) - DoAA
3. ENG 067, 086, 089, 096, 099 and SCI 130-230 changed course title (SIS issue) -DoAA
4. CC Carpentry Program Sheet – Carpentry Chair
5. GE Taskforce Updates? – Florence (Nursing), Hermon (Marshallese Studies), Meitaka (Business Studies), Rosie (Education), Gade (Developmental Education), Rosalinda (STeM), Matthew (LA).
6. Procedures Handbook Taskforce Update? – Rigi, Oyinate, Gade, Hermon, Dr, Switaj
7. CC Assessment Report & RSA – CC Members
8. Others

**Next meetings:**

Regularly scheduled meetings are 1<sup>st</sup> and 3<sup>rd</sup> Mondays. Next meetings will be on Monday, October 15th, 2018.

Respectfully submitted,

Meitaka Kendall-Lekka  
Recording Secretary