

**Curriculum and Assessment Committee
Minutes – October 29, 2018 Meeting**

Date: October 29, 2018 (Monday), 11:10 A.M, in BOR Conference Room

Agenda:

1. October 15, 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
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, Oyin, Gade, Hermon, Dr, Switaj
7. CC Assessment Report & RSA – CC Members
8. Others

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| Waisiki Baleikorocau | Dr. Pamela Perkins |
| Verenaisi Bavadra | Jacinta Samuel |
| Jomi Capelle | Vasemaca Savu |
| Rosie Koroi | Jennifer Seru |
| Hermon Lajar | Dr. Elizabeth Switaj |
| Meitaka Kendall-Lekka | Cheryl Vila |
| Rigieta Lord | Oyinade Ogunmokun |
| Gade Maitokana | Ikoung Pailuk - Student Rep |

Agenda Item(s):

The meeting was called to order at **11:10 A.M.** in BOR Conference Room by CC Chair, Jennifer Seru

1. October 15, 2018 Minutes – Moved to approved with changes. Seconded. Passed.
2. VCARP 050, 051, 060 changed credits from 3.0 to 1.5 (SIS issue) – Tabled for next meeting.
ENG 067, 086, 089, 096, 099 changed course title (SIS issue) – Tabled for next meeting.
 - a) VCARP course outlines were changed from 3 credits to 1.5 clock hours to meet ACCJC courses level standards. However, these course outline are not available or couldn't be found in PowerTools under CC Folders along with original as well the as most updated and approved VCARP program sheet.
 - b) Jacinta Samuel has emailed original and updated VCARP program sheet to CC secretary and other necessary members for their info & filing needs.
 - c) Bigger issue is that all transcripts for courses mentioned above were changed due to course credit changes in SIS. Moreover, issuing incorrect transcript for VCARP, ENG, & EDU341 courses will be an issue/finding if Monica cannot find accurate program sheets to properly issue transcripts.
 - d) CC recommends responsible persons – CC secretary, DoAA, DoIR, & John (SIS) to work together to update CC Folders in PowerTools by 11/19/18.

3. General Education (GE) Taskforce – Updates
 - a) Taskforce Members: 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) are meeting on Wednesday 10/31/18 and will report back to CC next meeting on 11/05/18.
4. Procedures Handbook – Updates
 - a) Taskforce met and presented a list of 7 recommendations for CC during this meeting. Gade also shared these in Google Docs and request CC members to review and comment before next meeting on 11/05/18.
5. CC Assessment Report & RSA – Tabled until next meeting.

Meeting adjourned at 12:00 P.M.

Future agenda items:

1. October 29, 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. GE Taskforce Updates?
5. Procedures Handbook Taskforce – CC members review & comment Google Docs shared by Gade
6. CC Assessment Report & RSA – CC members
7. CC Carpentry Program Sheet – Carpentry Chair
8. Others

Next meetings:

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

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary