

Curriculum and Assessment Committee Minutes – November 05, 2018 Meeting

Date: November 05, 2018 (Monday), 11:10 A.M, in BOR Conference Room

Agenda:

1. October 29, 2018 Minutes
2. SIS Issues:
 - VCARP 050, 051, 060 changed credits from 3.0 to 1.5
 - ENG 067, 086, 089, 096, 099, SCI 130-230, & EDU341 changed course title
4. GE Taskforce Updates
5. Procedures Handbook Taskforce Updates
6. Others

Waisiki Baleikorocau	Vasemaca Savu
Jomi Capelle	Jennifer Seru
Rosie Koroi	Dr. Elizabeth Switaj
Hermon Lajar	Cheryl Vila
Meitaka Kendall-Lekka	Oyinade Ogunmokun
Rigieta Lord	Ikourenng Piailuk - Student
Gade Maitokana	Rep
Dr. Pamela Perkins	

Agenda Item(s):

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

1. October 29, 2018 Minutes – Moved to approved with minor changes. Seconded. Passed.
 - a) Minutes report heading must indicate this was a “Special” meeting
 - b) Item #2, C – EDU341 course issue title in SIS, not credit issue
2. SIS Issues – Tabled for Dec 03, 2018
 - a) DoAA requested to given until December 03, 2018 to resolve these SIS issues below with DoIR and John Villafania
3. General Education (GE) Taskforce – Updates
 - a) Members asked to review job description of GE chair prior to appointing candidate(s), however, there is no job description solely for this position. Only job description is that of Dean of Faculty because last Dean of Faculty was the GE Chair. This job description will be emailed to taskforce members.
 - b) Role of taskforce was questioned and VPoAA confirmed an email to send out to regarding this on October 12th.
 - c) Will need to schedule another meeting once member get job description to finalize candidate list and to review taskforce role.
4. Procedures Handbook – Updates

- a) List of 7 recommendations was reviewed and accepted during this meeting. Google Doc was shared with all committee members and all accepted changes below are accessible.

Item 1: Accepted with changes & more suggestions:

- It was suggested that RSA be moved as an appendix, need to also add time-line for another taskforce revision.

Item 2: Accepted

Item 3: Accepted with minor changes

Item 4: Accepted with minor changes

Item 5: Accepted with minor changes

Item 6: Accepted with changes & more suggestions:

- It was suggested that once CMI has a Distance Education (DE) Policy in place, CC will then need to establish a clear guideline regarding hybrid courses.

Item 7: Accepted

5. Others:

- At the start of this meeting before agenda items were discussed, CC Chair reminded all members to be mindful of CC start time which is at 11:10 and to be courteous.
- Committee agreed to invite and meet with Guam Community College (GCC) representative Dr. Ray Somera next CC meeting on November 19th, 2018.
- Committee agreed to hold a special meeting on November 29th

Meeting adjourned at 12:05 P.M.

Future agenda items:

- Dr. Ray Somera from GCC
- November 05, 2018 Minutes
- GE Taskforce Updates
- Others

Next meetings:

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

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary