

Curriculum and Assessment Committee Minutes – September 17, 2018 Meeting

Date: September 17, 2018 (Monday), 11:00 A.M, in BOR Conference Room

Agenda:

1. September 03, 2018 Minutes
2. Education Department Certification Changes & One Change in Regular BAEE
3. Education Certificate Program Sheet - original effective dates
4. VCARP 050, 051, 060 changed credits from 3.0 to 1.5 (SIS issue)
5. ENG 067, 086, 089, 096, 099 changed course title (SIS issue)
6. CC Carpentry Program Sheet
7. General Education Taskforce
8. Program Credits and Accreditation Standards
9. Procedures Handbook
10. Others

Waisiki Baleikorocau	Dr. Pamela Perkins
Verenaisi Bavadra	Vasemaca Savu
Rosie Koroi	Jennifer Seru
Hermon Lajar	Dr. Elizabeth Switaj
Meitaka Kendall-Lekka	Cheryl Vila
Rigieta Lord	Oyinade Ogunmokun
Gade Maitokana	

Agenda Item(s):

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

1. CC Chair asked Va to start meeting with an opening prayer.
2. Welcome new CC members: Rosie Koroi & Oyinade Ogunmokun!
3. September 03, 2018 Minutes – Moved to approved. Seconded. Passed.
4. Education Department Certification Changes & One Change in Regular BAEE – Moved to approved with changes. Seconded. Passed.
 - a) Approved Education Certificates:
 - [Certificate of Completion in Teaching \(BAEE\) - Effective SP'18](#)
 - [Certificate of Completion in Teaching \(Special Education\) - Effective SP'18](#)
 - b) Upper section of program sheets for both certificates were updated including changing “Student SSN” to “Student ID #”
 - c) Two options were added in terms of who is eligible to take certificates

- d) Program sheets were accepted with these changes and will need to be added to catalog addendum with effective date “Spring 2019”.
5. Education Certificate Program Sheet - original effective dates
- a) CC Secretary forgot to look at dates prior to meeting, but was able to quickly retrieve dates during meeting.
 - b) According to CC Minutes on 05/15/17, both Education Program Sheets were presented to CC at this date, but were approved the following semester when CC reconvened after summer on 09/04/17 (approval date).
6. VCARP 050, 051, 060 changed credits from 3.0 to 1.5 (SIS issue)
7. ENG 067, 086, 089, 096, 099 changed course title (SIS issue)
- a) 6 & 7 items above including SCI 130-230 according to DOAA, have the same SIS issue wherein changes recently made to course credit number has affected all current credit totals as well as all other transcripts for previous students that took these courses which shouldn't have been the case for previous students.
 - b) DOAA will find out from Jacinta what the actual issue as it concerns PELL standards and work with John to resolve SIS “Course File” issue and correct transcript for previous students that have been affected by SIS changes for above courses.
8. CC Carpentry Program Sheet
- a) Original CC Carpentry Program Sheet cannot be located anywhere. Hence, Carpentry Chair needs to create a new program sheet and submit to CC for review and approval.
 - b) As a result of this, it was requested that all approved program sheets going forth be linked into CC minutes by the secretary.
9. General Education (GE) Taskforce – motion moved for each Department chairs to bring a representative name next meeting for this taskforce to appoint an interim GE Chair and review GE Courses.
- a) It was reported that Faculty Senate (FS) declined to appoint a Dean of Faculty (whom used to be the GE Chair), which can become an accreditation issue if not addressed, therefore the College President has tasked CC to appoint an interim GE Chair.
 - b) As a result of this request, CC agreed to form a taskforce that will look into this issue and appoint an interim GE Chair as well as review GE courses to see if these needs to be changed or updated.
 - c) It was also suggested that FS representatives raised this issue in the next FS meeting for new FS officers and members to reconsider appointing a new Dean of Faculty.
 - d) In the meantime, a motion was made to have each department chair bring forth name of a representative from their respective department next CC meeting for this taskforce.
10. Program Credits and Accreditation Standards
- a) Departments were reminded of Accreditation Standards II.A.5 and II.A.6 which states that all associate level programs need to meet the minimum of 60 credits. Departments need to make sure their program total credits are closer to this minimum credit number to comply with ACCJC standards and to also help our graduation rate issue.

11. Procedures Handbook

- a) A motion was moved to form a taskforce to review CC Procedures Handbook. Volunteers for this taskforce includes: Rigi, Oyinate, Gade, and Hermon.

12. Others

- a) It was brought to CC's attention an email from the new FS President regarding the need to elect new CC representatives in the next FS Meeting. This was discussed and dismissed as CC already elected its FS representatives which is the rightful procedure according to CC RSA. CC Secretary will re-send most current CC RSA and Assessment Report to all members to review. Reporting to FS will be the current FS representatives CC already elected.

Meeting adjourned at 12:06 P.M.

Future agenda items:

1. September 17, 2018 Minutes
2. VCARP 050, 051, 060 changed credits from 3.0 to 1.5 (SIS issue) - VA
3. ENG 067, 086, 089, 096, 099 and SCI 130-230 changed course title (SIS issue) -VA
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

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meetings will be on Monday, October 08th & 15th, 2018.

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary