

Curriculum and Assessment Committee Minutes – February 04, 2019 Meeting

Date: February 04, 2019 (Monday), 11:10 A.M, in BOR Conference Room

Agenda:

1. January 28, 2018 Draft Minutes (Special meeting)
2. Actions for CC to consider
3. Revision of course descriptions
4. Others

Waisiki Baleikorocau	Florence Peter
Verenaisi Bavadra	Vasemaca Savu -
Jomi Capelle	(excused – left early)
Rosie Koroï	Jennifer Seru
Herman Lajar	Dr. Elizabeth Switaj -
Meitaka Kendall-Lekka	(excused – left early)
Rigieta Lord	Cheryl Vila
Gade Maitokana	Oyinade Ogunmokun
Dr. Pamela Perkins	Sali Andrike

Agenda Item(s):

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

1. January 28, 2019 Draft Minutes – Move to approve. Seconded. Passed.
2. Actions for CC to consider in SP'19 (4 Items)
 - a) Item 1: Set a deadline for curriculum revisions to prepare for multi-year PRs that will include revisions as part of the cycle.
 - Word “curriculum” was questioned and most agreed it should be clearly defined. Curriculum included course outlines, program sheets, and other documents that CC need to review and approve that may affect academic curriculum programs.
 - Other discussions include making sure course outline SLOs are “tracDat-able”.
 - Expectation that when all PRs are submitted, all course outlines have also been reviewed by respective departments.
 - Need clarification on “set deadline”. This means any current course outlines that’s older than 2 years needs to be updated and reviewed by CC.
 - ✓ Motion to review course outlines every 2 years. Seconded. Passed.
 - b) Item 2: Resolve that CC requires Associates degree programs to be 60-75 credits and Bachelors Degree Programs to be 120-150 credits.
 - Table action until end of semester to allow Nursing Department to review program and look at ways to decrease degree credits to comply with this new action item.

- All program sheets and course outlines must be in compliance with all approved actions.
 - c) Item 3: Resolve that CC will not approve any course outlines that require more than one credit-level prerequisite. OR first create a prerequisite map.
 - Table action – need to bring forth and discuss with department as well as do prerequisite mapping first
 - Timeline for completion of prerequisite mapping by March 18th, 2019 and implementation by Fall 2019.
 - d) Item 4: Remove ENG 112 from GE.
 - Table until March meeting - LA Department needs more time to further review and discuss.
3. Revision of course description in course outlines – Table until next meet as Va needed to leave early and cannot present item.
4. Others – Request for approved course outlines & program sheets
- a) In addition to persons responsible for these docs. These must also be sent to Jomi, Cheryl, and respective department for their information and filing.

Meeting adjourned at 12:00pm

Future agenda items:

1. February 04, 2019 Minutes
2. Actions for CC to consider continued
3. Revision of course description in course outlines (Va)
4. Others

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meetings will be on Monday, February 18, 2019 (Regular Meeting).

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary