

Curriculum and Assessment Committee Minutes – February 18, 2019 Meeting

Date: February 18, 2019 (Monday), 11:10 A.M, in BOR Conference Room

Agenda:

1. February 04, 2019 Draft Minutes
2. Actions for CC to consider
3. Revision of course descriptions
4. Others

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

Agenda Item(s):

The meeting was called to order at **11:11 A.M.** in BOR Conference Room by Meitaka Kendall-Lekka, CC secretary due to absence of CC chair who is off-island for duty travel.

1. February 04, 2019 Draft Minutes – Move to approve with changes. Seconded. Passed.
 - a) Changes regarding “Actions for CC to consider”:
 - Item 1 – clarify “curriculum” meaning
 - Item 2 – added that all program sheets and course outlines must be in compliance with all approved actions.
 - Item 3 – added timeline for completion of prerequisite mapping by March 18th, 2019 and implementation by Fall 2019.
 - Item 4 – added rationale as to why this item was tabled for March meeting: LA Department needs more time to further review and discuss.
2. Actions for CC to consider in SP’19 (4 Items)
 - a) All Items were reviewed again and some changes and updates were suggested and made as outlined in bullets in item 1 above.
3. Revision of course description in course outlines – Tabled to April 1st meeting for further discussion and necessary actions needed.
 - a) DoAA reported that course descriptions are insufficient and need to be reviewed as the number of students going off island for continued education run into issues related to articulation and transfer purposes particularly due to insufficient course syllabus and course description information/contents.

- b) DoAA asked that CC consider researching ways to address this issue and look at ways to expand course descriptions and bring ideas/thoughts in April meeting.
 - c) Consider to also revise curriculum handbook accordingly was brought up in the case CC take any actions or make changes towards this issue.
 - d) Another suggestion was to add all course contents to website or put in a depository.
4. Others –
- a) Completion rate for all Certificate Programs (Tabled for next meeting)
 - These are usually implemented due to outside needs, but end-up with low enrollments except for CCT program.
 - In the future new programs must go through a 2 year planning cycle first to get stakeholder feedbacks and ensure sustainability.
 - Concerns with grant programs was brought up along with suggestion that handbook committee can also look into this recommendation.

Meeting adjourned at 12:01pm

Future agenda items:

1. February 18, 2019 Minutes
2. Completion rate for all certificate programs
4. Others

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meetings will be on Monday, March 04, 2019 (Regular Meeting).

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary