

Curriculum and Assessment Committee Minutes – March 4, 2019 Meeting

Date: March 4, 2019 (Monday), 11:10 A.M, in BOR Conference Room

Agenda:

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

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

Agenda Item(s):

CC Chair, Jennifer Seru, called the meeting to order at 11:11 A.M. in BOR Conference Room.

1. February 18, 2019 Draft Minutes – Moved to approve as projected. Seconded. Passed.
2. Completion Rate for Certificate Programs – presented by DoAA, Va Savu.
 - 2.1 For future Certificate Programs, it is strongly recommended that they go through a 2year planning cycle. No programs would be approved if the 2 year planning cycle were not followed. The 2 year planning cycle ensures that the courses are planned prudently, would be offered sustainably, and that completion rate would be satisfactory.
 - 2.2 The 2 year planning cycle would further ensure that stakeholders are properly consulted and engaged as partners, and grants are sought and applied for to support the programs.
 - 2.3 Lessons have been learnt from, for example, Certificate in Marine Science. It took only about 1 semester to plan before it was offered and consequently recorded a low completion rate.
- 3.0 Discussions from the DoAA Presentation:
 - 3.1 All department chairs were requested to review any Certificate Programs currently being planned to ensure that they meet the 2 year planning cycle.
 - 3.2 Faculty Senate Representatives were tasked to share the 2 year planning cycle requirement with Faculty Senate for information sharing purpose.
 - 3.3 Faculty Senate Representatives were further requested to discuss the need for a more detailed course descriptions and course syllabus that will assist students in transfer purposes.
 - 3.4 In addition, class roll need to be considered when planning a new program. The minimum class size is 15. In Spring Semester, DoAA had to present strong arguments for the classes that registered less than 15 students in order to be approved.
- 4.0 Other Matters

4.1 Program Sheet – Presented by Dir. Admissions and Records, Jomi Capelle

4.1.1 SIS currently does not recognize the specializations offered by some programs because for programs involved, there is only one Program sheet in the system and this does not show the specializations.

4.1.2 It has been decided that LA and BS will design new program sheets which articulate the different specializations which will be added to SIS.

4.1.3 Director Jomi Capelle will work with LA Chair and BS Chair to create the new Program Sheet with a Specialization.

4.2 SIS encounters issues with grade D as a pass especially when different programs have different passing grades for a particular course. For example, for CMI 101, Nursing and Education majors require a C or better whilst LA accepts D as a pass.

4.3 To address this systematic issue, all programs are requested to be consistent in determining its passing grade.

4.4 It has been approved that departmental discussions need to take place on the possibility of setting the passing grade at C.

Meeting Adjourned at 12:05pm

Future Agenda Items:

1. March 4, 2019 Minutes
2. Taskforce Updates (Handbook, Gen Ed Chair)
3. Others

Next Meeting:

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

Respectfully submitted,

Gade Maitokana
(Substituting for Meitaka Kendall-Lekka)