

**Curriculum and Assessment Committee
Minutes – April 01, 2019 Meeting**

Date: April 01, 2019 (Monday), 11:10 A.M, in BOR Conference Room

Agenda:

1. March 18, 2019 draft minutes
2. GE Taskforce - updates
3. CC action items to consider - updates
4. CC 2017-2018 Assessment Report
5. Program Sheets
6. Others

Waisiki Baleikorocau	Florence Peter (excused)
Verenaisi Bavadra	Vasemaca Savu
Jomi Capelle	Jennifer Seru
Rosie Koroi	Dr. Elizabeth Switaj
Hermon Lajar	Cheryl Vila
Meitaka Kendall-Lekka	Oyinade Ogunmokun
Rigieta Lord (Tarry onbehalf)	
Gade Maitokana	
Dr. Pamela Perkins	

Agenda Item(s):

The meeting was called to order at **11:13 A.M.** in BOR Conference Room by Jennifer Seru, CC chair.

1. March 18, 2019 Draft Minutes – Move to approve with minor changes. Seconded. Passed.
 - a) Agenda numbering
2. GE Chair Taskforce Update – Need to formally notify GE chair candidate.
 - a) Taskforce reported to have completed recommendation to CC and have also informally notified selected candidate about decision to which candidate has verbally accepts and awaits formal letter of selection from CC.
 - b) Next step is for CC chair to write formal letter of selection to GE Chair candidate.
3. CC action items to consider
 - a) Items 1 – achieved
 - b) Item 2 – follow up on program sheet credit updates with Nursing Department (Florence)
 - c) Item 3 – All departmental prerequisite mappings are due April 12th. Please share your mapping with all cc members by this date for next CC meeting on the 15th.
 - d) Item 4 – ENG112 item will be tabled until GE chair comes onboard.
4. Assessment report -

- a) CC chair and secretary will update this before next meeting on April 15th.
5. Program Sheet Updates – Business Studies & Liberal Arts
- a) Business Studies Program Sheets (Management & Accounting Specializations) – moved to accept with minor changes. Seconded. Passed.
- Change “Social Security” section to “Student Id#”
 - Need to share with faculty senate for review and comments.
- b) LA Program Sheets – table for next meeting pending sharing of documents.
- Department agrees with the idea of separating all 6 specializations into different program sheets
 - Will share all six program sheets with faculty senate and cc members before next meeting on the 15th for review and comment.
6. Others
- a) Request from Library for all departments to share or keep Library in the loop on changes to course outlines with regards to textbooks. Library is mandated by WASC to have at least one copy of all course textbooks available to students. When course textbooks changed, they need to order new or get the updated one for each course to be in compliance.

Meeting adjourned at 12:00pm

Future agenda items:

1. April 01, 2019 draft minutes
2. GE Taskforce - letter
3. CC action items to consider – Nursing Program Sheets Credits & Pre-requisite Mappings
4. CC 2017-2018 Assessment Report - Update
5. Program Sheets - LA
6. Others

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meetings will be on Monday, April 15, 2019 (Regular Meeting).

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary