

**Curriculum and Assessment Committee
Minutes – August 26, 2019 Meeting**

Date: August 26, 2019 (Monday), 11:10am A.M, in WH202

Agenda:

1. Election of committee officers & nominations of faculty reps

Waisiki Baleikorocau
Hermon Lajar
Meitaka Kendall-Lekka
Pamela Perkins
Florence Peter
Vasemaca Savu
Jennifer Seru
Oyinade Ogunmokun

Agenda Item(s):

The meeting was called to order at **10:20 A.M.** in BOR conference room by Dean of Academic Affairs, Vasemaca Savu.

1. CC new officer elections & faculty rep nominations
 - a) Waisiki Baleikorocau was nominated for CC Chair – Seconded. Closed and Accepted. Meitaka K Lekka volunteered to remain the CC Secretary to close out current/pending work for CC – Seconded. Accepted.
It was agreed that CC course editor will be elected when larger group meets with selected faculty reps next meeting on September 02, 2019.
 - b) Three faculty senate nominations were brought to the table for discussion – Gade Maitokana (Dev Ed), Rosie Koroi (Education), and Camari Koto (LA).
 - c) Dean requested chairs to look at faculty nominees’ workloads before selecting reps to be sure representatives are not over-committed in order to participate and work effectively with CC.
 - d) Dev Ed withdrew nomination due to faculty workload compared to other nominees. Hence, Rosie and Camari are the two new elected faculty reps – seconded. Accepted.
 - e) Others – New CC Chair (Waisiki) thanked CC for the nomination and reminded chairs to start updating their course outlines for early review this semester. Dean also asked new CC chair to follow-up on pending/current matters:
 - Notify faculty senate accordingly about new CC faculty reps
 - Thank out going faculty rep (Gade) for her services
 - Welcome new member Camari Koto to next CC meeting
 - Remind/invite new GE Chair – Michael Young to attend next CC meeting

Meeting adjourned at 11:40am

Future agenda items:

1. Welcome new CC members

2. August 26, 2019 draft minutes
3. Elect CC course editor
4. ASEE Courses – Pamela Perkins
5. Program sheets – Jomi Capelle
6. Others

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meetings will be on Monday, September 02, 2019 (Regular Meeting).

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary