

## Curriculum and Assessment Committee Minutes – September 02, 2019 Meeting

Date: September 02, 2019 (Monday), 11:10am A.M, in BOR conference room

### Agenda:

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

Waisiki Baleikorocau	Florence Peter
Jomi Capelle	Vasemaca Savu
Rosie Koroi	Jennifer Seru
Hermon Lajar	Dr. Elizabeth Switaj
Meitaka Kendall-Lekka	Cheryl Vila
Dr. Pamela Perkins	Oyinade Ogunmokun

### **Agenda Item(s):**

The meeting was called to order at **10:16 A.M.** in BOR conference room by new CC Chair, Waisiki Baleikorocau.

1. Welcome new CC members
  - a) Chair welcomed all new CC members: Camari Koto and Michael Young (not present) and also thanked outgoing members.
2. Elect CC course editor
  - a) Cheryl declined position but suggested this position could also help to oversee and track course outlines as they go through the process and indicate on minutes where course outlines are each meeting to properly track and document them. It was also suggested by VPASA that CC secretary should take on this responsibility.
  - b) Rosie Koroi was nominated for this position. Seconded. Accepted.
3. August 26, 2019 draft minutes
  - a) Move to approve with minor changes. Seconded. Passed with 1 abstention.
  - b) Minor changes: meeting adjournment time “am”, not “pm”.
4. ASEE Courses – Pamela Perkins
  - a) EDU101 – Table for next meeting
  - b) CIP# missing, updated course content 1 & 2, Update course description (last sentence) – added “other language”.
  - c) Va will send latest program sheet to Pam to update course outlines properly and to check required GE course total credits.

5. Program sheets – Jomi Capelle
  - a) Suggest for returning students to use current program sheets instead of original program sheets they previously used.
  - b) This needs to go through EMC for approval.

6. Others

**Meeting adjourned at 12:03pm**

**Future agenda items:**

1. September 02, 2019 draft minutes
2. ASEE Courses
3. Others

**Next meetings:**

Regularly scheduled meetings are 1<sup>st</sup> and 3<sup>rd</sup> Mondays. Next meetings will be on Monday, September 16, 2019 (Regular Meeting).

Respectfully submitted,

Meitaka Kendall-Lekka  
Recording Secretary