

**Curriculum and Assessment Committee  
Minutes – November 04, 2019 Meeting**

Date: November 04, 2019 (Monday), 11:10am A.M, in BOR Conference Room

Agenda:

1. Draft Minutes 10/21/19 Meeting
2. ASEE Documents
3. Marine Science Program Sheet
4. Curriculum Manual
5. Others

Waisiki Baleikorocau	Jennifer Seru
Rosie Koroi	Elizabeth Switaj
Hermon Lajar	Oyinade Ogunmokon
Meitaka Kendall-Lekka	Sali Andrike
Camari Koto	Dr. Michael Young
Dr. Pamela Perkins	
Florence Peter	
Vasemaca Savu	

**Agenda Item(s):**

The meeting was called to order at **11:15 A.M.** in BOR conference room by Waisiki Baleikorocau, CC chair.

1. October 21, 2019 Draft Minutes – Move to approve. Seconded. Passed.
2. ASEE Documents - Tabled
  - Pam needs to meet with DoAA (Va) to discuss changes and updates.
3. Marine Science Program Sheet – Move to approve. Seconded. Passed.
  - a) Updated to current program sheet template
  - b) Course title changed from “EDU111 to “SCI112 Teaching Climate Change”.
  - c) Check effective date on program sheet
4. Curriculum Manual – Tabled
  - a) Please review and add comments (if necessary) to finalize CC standards/Processes before next semester.

**Meeting adjourned at 11:43pm**

**Future agenda items:**

1. November 04, 2019 draft minutes
2. ASEE Documents
3. Curriculum Manual
4. RSA
5. Annual Assessment Report

6. Others

**Next meetings:**

Regularly scheduled meetings are 1<sup>st</sup> and 3<sup>rd</sup> Mondays. Next meetings will be on Monday, December 02, 2019 (Regular Meeting). November 18<sup>th</sup> is a Holiday (No meeting).

Respectfully submitted,

Meitaka Kendall-Lekka  
Recording Secretary