

**Curriculum and Assessment Committee
Minutes – February 05, 2020 Special Meeting**

Date: February 05, 2020 (Monday), 11:10am A.M, in BOR Conference Room

Agenda:

1. Draft Minutes 12/02/19 Meeting
2. Curriculum RSA
3. Curriculum Manual
4. Assessment Reports
5. Others

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

Agenda Item(s):

The meeting was called to order at **11:12 A.M.** in BOR conference room by Waisiki Baleikorocau, CC chair.

1. December 02, 2019 Draft Minutes – Move to approve. Seconded. Passed
2. Manual – Move to approve. Seconded. Passed
3. RSA – Move to approve. Seconded. Passed
4. Marine Science – Move to approve. Seconded. Passed.
 - a) SCI 281,282,283,284,285,286 Course Outlines – change “business” to “Private sector”, total hours on descriptions, dates.
 - b) Launching of CC handbook – work to properly distribute and post online. Hard copies for CC members and Library, upload to Powertools and have department chairs share with respective departments.
5. Others
 - a) Agroforestry Course Outlines will be distributed soon for committee to review.
 - b) Jennifer Seru volunteered to be the CC Secretary replacement.

Meeting adjourned at 11:45am

Future agenda items:

1. February 05, 2020 draft minutes
2. Annual Assessment Report
3. Others

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meetings will be on Monday, February 17, 2020 (Regular Meeting).

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary