

**Curriculum and Assessment Committee
Minutes – February 17, 2020 Special Meeting**

Date: February 17, 2020 (Monday), 11:10am A.M, in BOR Conference Room

Agenda:

1. Draft Minutes 02/05/19 Special Meeting (no quorum/no regular meeting 02/03/20)
2. Agroforestry Course Outline
3. Assessment Reports
4. Others

Attendance: 14 present, 1 excused, & 1 guest:

Waisiki Baleikorocau	Vasemaca Savu (excused – sick)
Jomi Capelle	Jennifer Seru
Rosie Koroï	Elizabeth Switaj
Hermon Lajar	Oyinade Ogunmokun
Rigieta Lord	Sali Andrike
Meitaka Kendall-Lekka	Lisa Jeraan
Camari Koto	Etka Madan (invited guest)
Dr. Pamela Perkins	
Florence Peter	

Agenda Item(s):

The meeting was called to order at **11:20 A.M.** in BOR conference room by Waisiki Baleikorocau, CC chair.

1. February 05, 2020 Draft Minutes – Move to approve. Seconded. Passed with 2 Abstentions.
2. AGF 101 – 105 Agroforestry Course Outlines (initial preview)
 - a) These are ABE course outlines development under UNDP Funding
 - b) Course outlines are missing second page using same template.
 - c) CC secretary will forward complete template to ABE to update outlines and re-share with committee for review.
3. CC Assessment Report
 - a) 2017-2018 Assessment Report was shared and reviewed. Need to share in Google docs for committee to review and enter comments under “Narrative of Activities” section.
 - b) 2018-2019 Assessment Report will be completed and shared to committee so both reports can be approved next CC meeting.
 - c) Report wasn’t easy to complete since minutes weren’t as detailed. Secretary had to find emails to verify approved documents and changes.
4. Others
 - a) All curriculum-related program and document (new or updated) must be clearly noted in detail in the minutes to properly document and help generate assessment reports etc.
 - b) Program sheets and signed course outlines – need to be uploaded in Powertools
 - c) Suggestion to use recording device to help with minutes

Meeting adjourned at 11:55am

Future agenda items:

1. February 17, 2020 draft minutes
2. Annual Assessment Report (17-18 & 18/19)
3. Agroforestry Course Outlines
4. Approved Program Sheets – Powertools?
5. Signed Course Outlines – Powertools?
6. Others

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meetings will be on Monday, March 02, 2020 (Regular Meeting).

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary