

**Curriculum and Assessment Committee
Minutes – May 04, 2020 Meeting**

Date: May 04, 2020 (Monday), 11:10am A.M, in BOR Conference Room

Agenda:

1. April 20, 2020 draft minutes
2. Annual Assessment Report (17-18 & 18/19)
3. Others

Attendance: 13 present:

Waisiki Baleikorocau	Vasemaca Savu
Jomi Capelle??	Jennifer Seru
Rosie Koroi	Elizabeth Switaj
Meitaka Kendall-Lekka	Oyinade Ogunmokun
Camari Koto	Cheryl Vila
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. April 20, 2020 Draft Minutes – Move to approve. Seconded. Passed.
2. Annual Assessment Reports (17-18 & 18-19)
 - a) 17-18 report – Move to approve with minor changes. Seconded. Passed.
 - b) 18-19 report – Move to approve with changes. Seconded. Passed.
 - Correction to spellings, fonts, course names & codes
 - c) CC editor will email updates to Secretary. Secretary will email updated reports to Faculty Senate again for review, discussion & acceptance?
3. Others
 - a) CC RSA –
 - Includes CC’s role with curriculum courses outlines, but not programs which is an important area in which CC must look into. Need a taskforce to look into this?
 - b) Cheryl Vila - CC handbook describes how the SLOs should be written, but requests that CC also set guidelines for SLO statements as she’s working on a rubric with Dr. Andrea to evaluate SLO assessments.
 - c) Other course outlines – Geography?

Meeting adjourned at 11:59am

Future agenda items:

1. May 04, 2020 draft minutes
2. Annual Assessment Report (17-18 & 18/19) Updates from FS
3. Course Outlines - Geography
4. Others

Next meetings:

Regularly scheduled meetings are 1st and 3rd Mondays. Next meetings will be on Monday, May 18, 2020.

Respectfully submitted,

Meitaka Kendall-Lekka
Recording Secretary