

**Curriculum and Assessment Committee  
Minutes – March 16, 2020 Meeting**

Date: March 16, 2020 (Monday), 11:10am A.M, in BOR Conference Room

Agenda:

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

**Attendance: 13 present, 1 excused, & 2 guests:**

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

**Agenda Item(s):**

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

1. February 17, 2020 Draft Minutes – Move to approve with minor changes. Seconded. Passed with 1 Abstention.
  - a) Change “ABE” to “ACE” under item 2a
2. Marshallese Translation Certificate – Nikolas Willson
  - a) Currently working with CLLC & Bilingual Education with PSS to develop certificate. CLLC Certified Translators are in demand and we need to help maintain quality of communication hence the need for this Marshallese Translation Certificate. Seeking CC advice with proper procedures to help guide the development of certificate. CC suggest certification be brought to CC through the Marshallese Studies Department.
3. AGF 101 to 105 Agroforestry Course Outlines – Etka Madan

These are ACE course outlines development under UNDP –Reef2Reef Funding which provides instruments and guidelines.

  - a) AGF101 – Move to accept with minor changes. Seconded. Passed.
    - Update “Course prepared by: ACE Department”
    - Add “Method of Instruction: Blended Mode, and Internet as Equipment”
    - Update “last date reviewed/revised”

- b) AGF102 – Move to accept with minor changes. Seconded. Passed.
    - Same changes under AGF101
    - Update SLO#1
  - c) AGF103 - Move to accept with minor changes. Seconded. Passed.
    - Same changes under AGF101
  - d) AGF104 - Move to accept with minor changes. Seconded. Passed.
    - Same changes under AGF101
    - Delete “about” under SLO#4
  - e) AGF105 - Move to accept with minor changes. Seconded. Passed.
    - Same changes under AGF101
    - Add “Apply” under Course Description
    - Delete “the” under SLO#1
4. Approved Program Sheets
- a) These have been uploaded to Powertools already

**Meeting adjourned at 12:10pm**

**Future agenda items:**

1. March 16, 2020 draft minutes
2. Annual Assessment Report (17-18 & 18/19)
3. Others

**Next meetings:**

Regularly scheduled meetings are 1<sup>st</sup> and 3<sup>rd</sup> Mondays. Next meetings will be on Monday, April 02, 2020 (Meeting cancelled), April 20, 2020 (Regular Meeting).

Respectfully submitted,

Meitaka Kendall-Lekka  
Recording Secretary