

Curriculum and Assessment Committee
Minutes – March 4, 2013

Date: March 4, 2013 (Monday), 11:00 a.m., WH 202

Agenda:

1. Approval of minutes from 2/20/13 [Note: There was no meeting on 2-25-13.]
2. Dev Ed Rubric Results
3. Education SPED Program Sheet
4. Education Honors Program Proposal
5. New Business

Attendance:

- | | | |
|------------------------|-------------------|--------------------|
| 1. Ruth Abbott | 5. Janet Hess | 9. Jennifer Seru |
| 2. Rosita Capelle | 6. Don Hess | 10. Seyoum Teshome |
| 3. Jonathan Funkhouser | 7. Florence Peter | 11. Mary Van Auken |
| 4. Andrea S.D. Hazzard | 8. Va Savu | |

Agenda Item(s):

The meeting was called to order at 11:05 a.m. by Mary Van Auken.

1. Moved to approve Minutes of February 20, 2013. Seconded. Passed. [Note: There was no meeting on 2/25, and therefore, no minutes from that date.]
2. Dev Ed Rubric Results
 - a. Formatting change to written results (sent out via email) – add gridlines for column one.
 - b. Lessons learned from this process (i.e., considerations for the future):
 - i. Recommendation to norm to rubric.
 - ii. Do the rubrics when we do the review of report (i.e., when report is accepted).
3. Education Program SPED Sheet – Will come back with changes. Some changes listed below:
 - a. Delete 24 credits at top
 - b. Fall 2013, move to bottom
 - c. Course name change to ‘English Composition 1’
 - d. Capitalize ‘D’ in ‘Human Growth and development’
 - e. Change to ‘Prerequisites for acceptance into Certificate in SPED Program’ [To replace: ‘For Non-CMI Education . . .’]
 - f. Signature up top to Education Chair
 - g. Discussion on actual course titles and whether or not prepositions should be capitalized in this context.
 - h. Need for student demographic info
4. Honors Program Proposal – Tabled
 - a. Discussion on some of the wording on proposal (changes and additions are underlined). Examples:
 - i. “Honors options offers a more challenging course of study . . .”

- ii. “The honors program gives students an opportunity to excel beyond the framework of established coursework.”
 - iii. Develop students as responsible citizens . . . [Mission statement #5]
 - iv. Create greater awareness of societal . . . [Mission statement # 6]
 - b. Further discussion focused on other elements of the proposal
 - i. What is the economic benefit? This might need to be addressed in proposal.
 - ii. Suggestion: Use Accounting Clerkship proposal as a good model for discussing employability (in context of Honors Program)
 - iii. Questions raised:
 - 1. Entrance into the program?
 - 2. Which courses would be given H (Honors) designation?
 - 3. What is the process for proposing H courses?
 - 4. What are the requirements for Honors options?
 - a. Will they be listed on a ‘program sheet’ or ‘Honors form’? Will that method be the same as ‘independent study’?
 - b. What about community service? Embedded in courses or accounted for outside of coursework?
 - c. Will there be an ‘exit’ GPA? That is, a GPA standard that must be met before a student can graduate with the Honors designation at graduation?
 - 5. What are some of the details of the Honors Council?
- 5. New Business (discussed at opening of meeting)
 - a. Mary will request that Boni add Diane to CAC email list until someone is hired into the Dean of Vocational Education.

Meeting adjourned at 12:10 p.m.

Future agenda items:

- 1. Approval of Minutes from 3/4/13
- 2. Education SPED Program Sheet
- 3. Nursing: (1) Program Learning Outcomes, and (2) Program Sheet
- 4. Honors Program Proposal (if ready)
- 5. Carpentry Course Outlines (if ready)
- 6. New Business

Next meeting:

Wednesday, March 20, 2013

Regularly scheduled meetings are 1st and 4th Mondays, 3rd Wednesday.

Spring dates: 1/16 (~~W~~), 1/28 (~~M~~), 2/4 (~~M~~), 2/20 (~~W~~), 2/25 (~~M~~) [~~cancelled~~], 3/4 (M), 3/20 (W), 3/25 (M), 4/1 (M), 4/17 (W), 4/22 (M), 5/6 (M)

Respectfully submitted,
Andrea S.D. Hazzard, Recording Secretary