Curriculum and Assessment Committee
Minutes – December 1, 2014

Date: December 1, 2014 (Monday), 11:00 A.M., WH 202

Agenda:

1. Minutes for Monday, November 24, 2014
2. CAP 066 Basic Computer Applications
3. MAR 230 Marshallese Grammar
4. MAR 240 Marshallese Creative Writing
5. Accounting Clerkship Certificate Proposal

Attendance:

Mary Van Auken	Florence Peter	Jennifer Seru
Don Hess	Janet Hess	John Pagolu
Rosalinda Sumaoang	Jomi Capelle	Seyoum Teshome
Rachel Salomon	Laura Giardullo	Catherine Good
	Vasemaca Savu	

Agenda Item(s):

The meeting was called to order at 11:04 A.M. in WH202 by Mary Van Auken, Chair

1. Minutes for Monday, November 24, 2014 – Moved to approve. Seconded. Passed.

2. ICS 101 Introduction to Microsoft Office – ICS101 has a pre-requisite of ENG 80s and CAP 066. The CAP 066 pre-requisite is suspended, pending revision of the course outline. Moved to approve. Seconded. Passed.

3. CAP 066 Basic Computer Applications – Discussion included the following points. Moved to approve. Seconded. Passed.

   a. Fall 2014 – All current CAP 066 students will be given an exit text. Students may pass the course under either of the following conditions. If they receive a Passing score on the exit text or a Passing grade based on course work, they will receive a Passing grade for the course. Students who fail CAP 066 will not be required to retake the course.

   b. Spring 2015 – All new Level 1 and Level 2 students will take CAP 066. Level 3 and Credit students will be given a test to place them in either CAP 066 or ICS 101.

   c. Spring 2015 – All ICS 101 students will be given a pre-test during the first week of class. Since some students will not have enrolled in or passed CAP 066, this

will provide feedback for instructors to identify those students who may need extra tutoring in the course.

  d. Spring 2015 – STEM and Developmental Education departments will revise ICS 101 and CMI 101. The CMI 101 course will be changed to a 4-credit course that includes a technology component. The prerequisite for ICS 101 will be changed to CMI 101.

  e. Fall 2015 – All Level 1 students will take CAP 066. Level 2, 3 and Credit students will take CMI101. Since CMI 101 will be the pre-requisite for ICS 101, no new students will enroll in ICS101 in the Fall 2015 term.

4. MAR 230 Marshallese Grammar – Tabled until next meeting.

5. MAR 240 Marshallese Creative Writing – Tabled until next meeting.

6. Accounting Clerkship Certificate Program Proposal Revision – Tabled until next meeting.

  a. Section VI - Sample Course Sequencing (p. 4). - This section is removed from the Proposal. Moved to approve. Seconded. Passed.

  b. Section VI – Curriculum Map (p. 3) – Further discussion required.

New Business

7. Transfer students with prior English courses but no Math courses will be referred to the STEM Chair. They will be given the Exit Test to determine Math placement.

8. Next scheduled CAC meeting is Monday, January 5. This is prior to the date that Faculty reports for duty. Alternate dates are being considered including Wednesday, January 7 (after or during Faculty Orientation), or Monday, January 12 if not in conflict with a Budget Meeting.

Meeting adjourned at 12:10 P.M.

Future agenda items:

1. Minutes for Monday, December 1, 2014
2. Marshallese Studies Course Outlines
  a. MAR 230 Marshallese Grammar
  b. MAR 240 Marshallese Creative Writing
3. Accounting Clerkship Certificate Program Proposal
4. Marshallese Language Arts Certificate Program Proposal/Program Sheet
5. Marshallese Social Studies Certificate Program Proposal/Program Sheet
6. Education Program Review
7. Liberal Arts Program Review Report

8. Maritime Apprentice Program Sheet
9. CMI 101 First Year Experience
10. ICS 101 Introduction to Microsoft Office

Next meetings:

Monday, January 12 at 2:00 in WH202

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

Spring 2015 dates: 1/12, 1/21, 1/26, 2/2, 2/18, 2/23, 3/23, 4/6, 4/15, 4/27, 5/4

Respectfully submitted,

Catherine Good
Recording Secretary