**Committee Name: Curriculum & Assessment Policy Committee (CAPC)**

**Meeting Date & Time: October 2, 2015**

**Meeting Location: A & S 116**

**Attendance**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Members: “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Angel Abney (Chair) | P | Cara Meade |
| R | Kay Anderson | P | Joanne Previts |
| P | Kimberly Cossey | P | Patrick Simmons |
| P | Ben Davis | P | Amy Sumpter (Vice Chair) |
| P | Nicole DeClouette (Secretary) | P | Shaundra Walker |
| P | Josie Doss | R | James Winchester |
| R | Juan Ling |  |  |
| Guests: Marcia peck | | | |
|  | *Italicized text denotes information from a previous meeting.* |  |  |
|  | \*Denotes new discussion on old business. |  |  |

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| --- | --- | --- | --- |
| Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions | Action or Recommendations | Follow-Up {including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** | Meeting called to order at 2:03 pm |  |  |
| **II. Approval of Agenda** | Cara moved to approve the agenda.  Josie seconded the motion.  Agenda approved unanimously. |  |  |
| **III. Approval of Minutes** | Shaundra moved to approve the minutes.  Josie seconded the motion.  Minutes approved unanimously. |  |  |
| **IV. Informational Items** | None |  |  |
| **V. Action Item** |  |  |  |
| 1. **CoE Formal Proposal for New Degree Program and Distance Learning Delivery** | **Questions raised by the committee:**  --Did it go through governance channels? Did it go before CoE faculty?  **Marcia Peck—guest**  Said that the proposal went through all of the appropriate governance channels. It went through the faculty in either February or March. [*Following the meeting, Marcia emailed the minutes from the November 2014 CoE meeting that shows that the proposal was presented and approved*.]  The proposal also went through Educator Preparation Council. Marcia was there for that meeting.  The program will not cost money for travel because 98% are practicing teachers and are working in their own classrooms and supervised by administrators in their schools.  Marcia will look into contact hours required for the internship.  Amy moved to vote. | Approved. |  |
| **VI. SOCC Report** | SOCC is planning a “get together” to talk about teaching and learning. They plan to do this for all core courses.  Details:  --October 23 (for GC1Y instructors) and October 30 (for GC2Y instructors)  --2pm  --Health Sciences Building 144.  Emails will be sent to confirm time and location.  Areas of GCY courses that raise questions:  --What is critical thinking and how are we teaching this at GC?  --4th hour for GC2Y  --Writing component |  |  |
| VII. Members Reports | There are several CoE proposals in the pipeline—some informational and some substantive.  MAED courses are being rearranged—this will be an informational item. |  |  |
| VIII. New Business | There was some discussion about not cross-listing courses across disciplines. Maybe Kay can provide some insight at our next meeting. |  |  |
| IX. Next Meeting | Friday, November 2, 2015  2:00-3:15 pm  A & S 116 |  |  |
| X. Adjournment | Meeting adjourned at 2:25 pm. |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name:**

**Committee Officers:**

**Academic Year:**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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| Meeting Dates | | 8.11.15 | 9.4.15 | 10.2.15 | 11.6.15 | 12.4.15 | 2.5.16 | 3.4.16 | 4.1.16 |  |
| Angel Abney | | P | P | P | R |  |  |  |  |  |
| Jamie Addy | | P |  |  |  |  |  |  |  |  |
| Kay Anderson | | P | P | R |  |  |  |  |  |  |
| Kimberly Cossey | | P | R | P |  |  |  |  |  |  |
| Ben Davis | |  | P | P |  |  |  |  |  |  |
| Nicole DeClouette | | P | P | P |  |  |  |  |  |  |
| Josie Doss | | R | P | P |  |  |  |  |  |  |
| Juan Ling | | A | P | R |  |  |  |  |  |  |
| Cara Meade | | P | P | P |  |  |  |  |  |  |
| Joanne Previts | | P | P | P | R |  |  |  |  |  |
| Patrick Simmons | | A | P | P |  |  |  |  |  |  |
| Amy Sumpter | | P | P | P |  |  |  |  |  |  |
| Shaundra Walker | | P | P | P |  |  |  |  |  |  |
| James Winchester | | P | P | R |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)