

**2014-2015 Curriculum and Assessment Policy Committee (CAPC)
Minutes for the 22 August 2014 Organizational Meeting**

ATTENDANCE

Present Angel Abney, Kay Anderson, Elissa Auerbach, Kimberly Cossey, Carol Christy, Chuck Fahrner, Juan Ling, Cara Meade Smith, William Miller, Shaundra Walker, Stephen Wills, James Winchester.

Regret Josie Doss.

Absent None.

ITEMS OF BUSINESS

1. Call to Order (2:02 p.m.)

2. Approval of Agenda

Stephen Wills had sent an email to the committee members regarding a tentative agenda prior to the meeting. As no editions were forthcoming, a vote on the tentative agenda was taken and it was adopted unanimously by those present.

3. Introduction of Members

Each member of the committee introduced her/himself and providing her/his name, her/his campus departmental affiliation and/or administrative title.

4. Brief Review of CAPC Annual Report 13-14

CAPC Annual Report 13-14 was circulated and briefly reviewed.

5. Discussion of CAPC Operating Procedures

The committee discussed CAPC operating procedures and voted to add a new one below.

Those objecting to a decision made by SoCC may submit a written appeal to CAPC within 10 business days from the SoCC decision. At least three faculty must sign the appeal.

Cara Meade reviewed the standing operating procedures.

6. Members Reports/New Business

Cara Meade presented that the university assessment team responded to SACS recommendations and tried to use assessment results to improve operations during the summer 2014.

For GC Core assessment, faculty who teach core courses are encouraged to join SoCC meetings.

For program assessment, program faculty are encouraged to assist program assessment coordinators.

7. Next Meeting

October 3 2:00 p.m. Kilpatrick 221

8. Adjournment

There being no further business, the meeting was adjourned at 2:38 p.m.

SUPPORTING DOCUMENTS

Tentative Agenda, CAPC Annual Report 13-14