

**ACADEMIC AFFAIRS COMMITTEE  
OF CPC**

**MINUTES**

**December 2, 2009  
2:30 p.m.  
Conference Room 219**

**ATTENDANCE**

**PRESENT:**

**Administration**

Luis Rosas, Dave Humphreys, Bob Richards

**Faculty:**

June Smith, Lauren McKenzie, Jonathon Lee, Susan McMurray, Nabeel Barakat, Brad Young, King Carter, Stan Sandell, Sally Fasteau, Mark Wood

Luis Rosas called the meeting to order at 2:30 in SSA 219.

The Agenda was adopted as presented.

No Minutes were presented for approval.

The Revision of the Planning Policy and Procedures Manual has begun. There are two basic plans. The six year master plan and the one year plan that addresses tactical and short term planning. All plans will be student centered, data driven, will have assessment measures and will have current and intended priorities clearly stated.

The Unit Plan is a constantly updated document to which changes can be made and approved at the Academic Affairs Cluster Meetings. The sub-committee of the curriculum committee which deals with assessment wants to have a timeline to get things accomplished before. By fall the final draft will be ready and program outlines written.

The sub-committee of the Curriculum Committee which deals with assessment requires a timeline to get things accomplished before Spring 2011, when the first draft should be ready. By Fall 2011, the final draft will be ready for the accreditation visit.

Matrix courses and program outcomes were discussed. If each course is marked either as a beginning, facilities or master level it will be clearer if they are meeting our objectives, and correspond with our Institutional Learning Outcomes, if not we can either change the objectives and outcomes of the course to be more appropriate.

E-Portfolio was discussed. We do not have the software on campus. It is web-based software. 200 licenses of E-Portfolio Version 2 have been purchased so far, and organization will be around Student Learning Outcomes. The students have to be taught how to use the software. It is a personal license for students accessing the network from home or anywhere there is a network connection. There has been an effort to try to negotiate a group deal for all campuses. A multiple campus license is being looked into. The issue will be brought up at the next B.S.I meeting.

There was some concern about how to measure the Program at an Institutional Level. We have to be able to grade how our students are doing, and how their assignments are meeting outcomes. With E-portfolio students should be able to photograph art work or scan their papers. Portfolios are helpful for self-assessment learning. Students are better able to understand what is being asked of them and demonstrate better what they have been doing.

The meeting was adjourned at 3:30 p.m.