

**MEETING MINUTES FOR
CAPC STANDING COMMITTEE:
(Program Review)**

Meeting Date: October 1, 2009

Present: Teresa Bossert, Lindsay Carson, Charlie Huang, Robert McCord, Steve Socol, Meghan Waterbury, Cheryl Ziszik

Absent: Normah Salleh-Barone

Others: None

CALL TO ORDER: 2:40 p.m.

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: Electronically approved

OLD BUSINESS

Action Items: None

Discussion Items:

Meghan asked if we need CAPC approval for the sign-off line for the assessment liaison. It was questioned by members of an AQIP committee. Robert will check into it.

A question was raised on the concept of having a reading level prerequisite across the college, as students are being set up to fail if they take higher level classes and can't read or write effectively. However, if they are limited as to what they can take, they may not have enough choices to fill a full-time schedule needed for insurance or financial aid.

The next question was why high schools are graduating people who don't have the skills to do college-level work. Some suggestions included:

1. Make it a co-requisite instead of a prerequisite.
2. Have summer boot camps like math does to prepare for the reading/writing tests.
3. Give the reading/writing tests to students their junior year so they have time to prepare for the entrance into college.

Meghan reported on some of the workbook updates. She has reverted back to the ICCB-suggested subdivision language, which simply divides the review into objectives, need, quality, and cost.

The PHI, THE, and MUS booklets are out, although we still need unit costs. Robert mentioned that Bruce Spangenberg is willing to do this HRT review this fall as well. Meghan asked if mentors had been set—Jay Geller and Bruce do not need mentors; Charlie is mentoring Mike Hillstrom (MUS) and Teresa is mentoring Tim Seitz (PHI).

Robert mentioned that Elaine had turned in the final proof of her review, and he has forwarded it on to CAPC.

NEW BUSINESS

Heather Zaccagnini was supposed to present the Manufacturing Technology review. She did not appear; Robert will contact her about presenting on October 15 instead.

MOTION/S TO CAPC: None

ADJOURNMENT: Meghan moved to adjourn; Steve seconded. The meeting was adjourned at 3:15 p.m.