

2007 CAAHE LEADERSHIP MEETING

CURRICULUM COMMISSION

6-14-07

10:15 a.m. – 12:00

RICHMOND, VA

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| MEETING CALLED BY | CAAHE Executives |
| TYPE OF MEETING | Curriculum Commission |
| FACILITATOR | Karen Bilda |
| NOTE TAKER | Michelle Hawkins |
| TIMEKEEPER | Maxine Nelson |
| ATTENDEES | Karen Bilda, Michelle Hawkins, Maxine Nelson |

What are topics of interest for the 2008 CAAHE Leadership Meeting?

[TIME ALLOTTED]

STUDENT RETENTION

ALL

| | | |
|---|---|-----------------|
| DISCUSSION | <ul style="list-style-type: none"> ● Students are unprepared ● course content and sequence ● assessments | |
| People learn in different ways. Adding variation to the learning environment would provide students with greater opportunities. | | |
| <ol style="list-style-type: none"> 1. Developmental courses – PET and PMT 2. Community Services Project 3. International Cohort Experience 4. What are some of the high touch points institutions have with their students (i.e. networking, resume writing, interviewing skills, business etiquette etc.?) | | |
| CONCLUSIONS | Would like to see Rob Simpson present on the International Cohort Experience at 2008 Conference. | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Community Services Project (built into curriculum) | Karen Bilda | |
| International Cohort Experience (MBA Program) | Maxine Nelson | |

Research high touch point services available for students

Michelle Hawkins/John Lopez ☺

[TIME ALLOTTED]

TEXTBOOK SERVICES

ALL

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| DISCUSSION | We would like to see some concurrent courses to assist instructors and students | |
| <ol style="list-style-type: none"> 1. Academic Services and 2008 CAAHE Leadership Conference 2. How are eBooks being received by students/faculty 3. Are iPods useful for downloading books? | | |
| Longman APA Handbook – to address students concerns with APA writing mechanics | | |
| CONCLUSIONS | | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |

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| Longman and Comp Lab presentation - | Karen Bilda | |
| Writing across the curriculum presentation (Chris Anson from UNC) | Karen Bilda | |

[TIME ALLOTTED] SYSTEMATIC REVIEW OF CURRICULUM ALL

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| DISCUSSION | Systematic review of curriculum | |
| | <ul style="list-style-type: none"> ● The quality of curriculum models is substandard. ● We would like to stress the importance of enrollment and completion of IPD writing services, such as Curriculum Development Procedures and Principles of Instructional Design, to curriculum coordinators. ● Survey – how frequently, how many on committee, who determines changes | |
| | IPD blended learning module is confusing. Faculty members are often confused | |
| CONCLUSIONS | <ol style="list-style-type: none"> 1. Recommend Curriculum Coordinators, or individuals serving in that role, to enroll all curriculum writers in available programs. 2. Work with Michelle and her team to monitor tutorial completion. | |
| | IPD blended learning model | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Assess efficiency of IPD's blended learning module | Michelle Hawkins/Robert Barnes | |
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[TIME ALLOTTED] IPD SERVICES PACKET ALL

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| DISCUSSION | <ul style="list-style-type: none"> ● Bring awareness to service offerings and contacts for those services ● Presentation of AIS and IPD services | |
| | CSU Faculty is required to have 14hrs professional development. A list of services could fulfill their professional needs. | |
| CONCLUSIONS | <ol style="list-style-type: none"> 1. We would like for IPD to host a live meeting of service offerings. 2. Institutions have experienced turnover and new personnel may not be aware of unique services. | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Continue collaboration with AIS and IPD personnel | Michelle | |
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[TIME ALLOTTED] QUARTERLY CURRICULUM COMMISSION TELECONFERENCE ALL

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| DISCUSSION | Establish a schedule to meet with curriculum personnel throughout the year. | |
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| CONCLUSIONS | | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| OBSERVERS | |
| RESOURCE PERSONS | |
| SPECIAL NOTES | |