CAS/OS SAC MEETING MINUTES - September 20, 2012,
Sylvania Campus, TCB 215

Attendees: Ron Bekey, Noreen Brown, Linda Bruss, Melanie Budiman, Amy Clubb, Patty DeAngelis, Charmagne Ehrenhaus, Joanie Ellis, Janet Graves, Sherie Guess, Laura Horani, Barb Kaufman, Greg Kerr, Todd Kunz, Barb Lave, Jessie Levine, Erin Lin, Patty McCoy, Joni Meisner, Diane Moore, Susan Odeh, Andrea Pace, Shawna Patterson, Kelly Peden, Verna Reardon, Julie Romey, Karen Sanders, Art Schneider, Diane Shingledecker, and Susan Watson.

Announcements

1. Art Schneider showed the committee a Graduate Report (SWRGRD in Banner) that summarized who had earned degrees/certificates from CAS in the past three years. The report also showed which students had pending or denied degrees/certificates. Institutional Research can help us obtain contact information if we would to follow-up with our graduates to see how they are doing.

2. CAS SAC Administrative Liaison – Laura Horani was introduced as our new SAC Administrative Liaison for fall term. Julie Kopet will be our SAC Administrative Liaison for the rest of the 2012-2013 academic years.


4. Diane S. announced that all SAC meeting documents this year can be found by going to http://spot.pcc.edu/cas and then clicking SAC Committee 2012-2013.

Old Business

1. Pilot Evaluation Tool – Discussion of new district student evaluations. Current CAS-specific questions were reviewed. It was decided that we will continue with these same questions since they have only been used for two terms. It was requested that each campus brainstorm ideas for improving student participation on these evaluations. Department chairs will send their ideas to the SAC chair. These ideas will be compiled and sent out to the SAC committee.

2. Learning Assessments – Barb L. and Barb K.–Learning Assessments and the Learning Assessment Report Rubric were discussed. Barb K., Barb L., and Susan were reviewers of CTE Assessment Reports this summer and shared their insight into the process. Diane S. will find out who our coach will be and if they can attend our October SAC meeting. A plan for what will be done this year for
the Admin. degrees/certificates and the Web degrees/certificates will be worked on at the October In-Service Day SAC Meeting.

**NewBusiness**

1. Technical Skills Assessment (TSAs) - Diane S. – An overview of what needs to be done for TSAs this year was given. It was decided that we will use the CAS 246 final exam and the co-op survey for the Admin degrees. Diane S. and Noreen will work on reviewing the CAS 246 final exam. We will ask Jan Volinski to speak at our Advisory meeting in October to explain TSAs and Perkins Grants. More work on the TSA process will be done at the October In-Service Day SAC Meeting.

2. Fall Advisory Committee Meeting – Diane S. – The meeting will be on Oct. 19 from 8:00-9:00 a.m. Breakfast will be at 7:30 a.m. The Committee will bring questions/input about our degrees, certificates, and classes. The committee will also be briefed on TSAs and decide the timeline for reviewing our CAS 246 exam and co-op survey. A group photo will be taken.

3. Dual Credit Courses D2L Shells - Barb K. and Barb L. - Discussion of whether high school dual credit classes that have been approved by our program should have access to our D2L shells. Classes would have to use the same textbooks that we use in our classes. Instructors would go through PCC D2L training first. SAC faculty felt we need more clarification from high school instructors on how shells will be utilized. Noreen and Patty D. would be willing to work with instructors on getting them up to speed on a single course.

4. OS CCOG Course Descriptions – Diane S. - Sally Earl had previously reviewed the work done so far in course descriptions, outcomes, and prerequisites and provided corrections and considerations for the SAC. Members continued and finalized the process of reviewing course descriptions and outcomes for curriculum approval. Changes to OS 131, OS 220, OS 240, OS 245, and OS 250 will be sent to the Curriculum Committee for the November Curriculum meeting.

5. OS 280F/ OS 280G Concurrent Enrollment – Kelly – Our AAS Administrative Assistant Degree currently requires both OS 280F and OS 280G. Our AAS AOP Degree only requires OS 280F. AOP committee will work on changes to AOP degree and send them out for SAC vote in the next few weeks.

6. CGCC CAS 133 Challenge Exam – Art - Discussion of Columbia Gorge CC who still wants to have a CAS 133 challenge exam. There was a non-voting decision that they can continue to use a challenge test as long as they use the same test
criteria we have used in the past. Art will supply our Office 2007 test to CGCC and ask to see their draft of the updated Office 2010 test they would like to use.

7. Computer Literacy Test Pilot – Art – Discussion of the Summer SAM Challenge Computer Literacy Pilot with three CAS 133 classes on the Sylvania campus. Pilot will continue this fall with one CAS 133 class on each campus. After this, SAC will need to decide how to use this test in the future.