

# CAB Meeting

September 17, 2004, 1:00 – 5:00 PM  
CYC A106

**Attending:** Craig Leverette, Joanne Stevens, Sirous Malek, Arlene Bakner, Kathy Morgan, Kyle Wilkinson, Kathleen Mixon, Karen Murph (non-CABmember), Russell Kunz (presenter), Bill Blitt (presenter), Serena Butler, Elisabeth Pannell, Donald Weasenforth (presenter), Sonja Wakefield (recorder)

Chair Craig Leverette welcomed Kathleen Mixon as a new member of the group.

## **Developmental Education** – presented by Donald Weasenforth

Donald Weasenforth informed the group of a supposed change of the Adult Literacy Program. This concerned the 03xx-courses. The suggested plan was to cut lower score from 0 to 30 for the 0300-courses. As it is set up now, any student can enroll, but the class is designed for students who read at a 6<sup>th</sup> to 8<sup>th</sup> grade level. This is a problem for those who read below a 6<sup>th</sup> grade level since the techniques that are used, do not effectively teach those who are below a 6<sup>th</sup> grade level. Those who read below a 6<sup>th</sup> grade level would then be directed by their native language into either ESL or literacy programs in the community. Today, 47% of the enrolled students are reading at a 0-30 level. Around one third of those are not native English speakers.

In response to a question about attendance policy, Dr. Weasenforth said that they use the general policy for developmental reading.

It was questioned if it would be beneficial to create special courses for students on the lower level. Dr. Weasenforth explained that some testing was conducted with Learning pods to address this, but there was no separate instruction arranged for, at this point. The general concept of the Learning Pods is more individualized instruction which could be perfect for these students. However, Dr. Weasenforth noted, they are not far enough along in developing the Learning Pods to see if it is a viable option or not. Another course would allow for the tailoring of the instructions and material to specifically meet the needs of these students. Yet, it is such a small populations within which are subpopulations with different needs such as ESL, handicaps, learning disabilities, and hearing disabilities. Moreover, there is a limit in the number of courses which causes uncertainty if this would be a viable option or even allowed at this point.

*In the discussion that followed, the group requested more background information. First - overall concern was expressed to as what will happen to the 0-30 population, second - concern was expressed to if this was the right cut level. It was decided that Craig Leverette get with Juanita Austin and request more information to be presented at the next CAB meeting. Arlene Bakner motioned to table the change in the reading program. Kathy Morgan seconded and all approved.*

### **Business and Computer Science** – presented by Russell Kunz

Russell Kunz informed the group about the new certificates requested by administration. He emphasized the need for all three certificates (Mediation Specialization Certificate, International Business Certificate, and Small Business Management Specialization Certificate) and underlined the importance for CCCC to expand the marketing program. Russell Kunz indicated that the programs are going to be built up slowly. There is staff available.

### **Mediation Specialization Certificate – New**

In the Mediation Specialization Certificate two new courses are needed – HRPO 1306, LGLA 2337 (mediation). Concern was raised on the course being very specialized and not having such a big audience. The group was, however, persuaded by the presenter of its need.

*Sirous motioned that the group approve the two mediation courses and the Mediation Specialization Certificate. Joanne seconded and all approved.*

### **Small Business Management Marketable Skills Award – New And International Business Certificate**

Russell Kunz informed the group that there used to be a Marketing degree at CCCC in 1995. This became a certificate and today it is a course. This is a course that always closes. There is definitely a market for this course. It deals with the fundamentals of small business development. It is offered mornings, evening, and weekends.

*Kyle Wilkinson moved that the Small Business Management Marketable Skills Award and the International Business Certificate be approved. Kathy Morgan seconded and all approved.*

### **Small Business Management Specialization Certificate – New New Courses – BUSG 1315 & 1341, IBUS 2335 & 2341**

Small Business Operations (how to apply small business), Small Business Financing,  
Small Business Operations (how to sell)

A discussion followed on the need of having a certificate for opening your own business.

*Kathy Moran motioned that the new courses be approved and the Small Business Management Specialization Certificate be approved. Elisabeth Pannell seconded and all approved.*

### **Proposal for bylaws for CAB.**

Chair Craig Leverette presented proposals for CAB membership representation. The proposal was discussed. It was suggested that when the regular member steps down an alternate steps in. Currently the group has 9 members. It was discussed that one new member be added to the group from the Education Department. It was decided that each division has one representative and divisions with a wide diversity between the areas have extra representatives. No motion was taken at this meeting.

Karen Murph presented a 3-year rotation sheet.

The motion was made to adjourn and seconded, and all approved at 3:05 PM.