

NEASC STANDARD 4
October 11, 2012
Minutes

This afternoon there was a meeting of NEASC Standard 4. Those in attendance included:

Cheryl Suglia
Jean Potvin
Gina Santoro
Kim Rouillier

We discussed the new tasks relative to course syllabi which included collecting syllabi for **ALL** sections of each course. Once syllabi are collected we will document compliance with the Recommended Syllabus Components and whether all sections of each course include the same Student Learning Outcomes. The Excel sheet that was distributed previously was modified and is attached to this email. The checklist can be completed either electronically or on paper for each department. Once the checklists are completed, they should be scanned to Kim (krouillier@ccri.edu).

We discussed some of the issues surrounding this task and it is recognized that there will be barriers along the way. Please make Kim or Jeanne Mullaney aware of these barriers as they arise so that we may work with the Chairs and the Deans to get the job done.

I will be happy to meet with anyone that could not make it to the meeting today. Please email me when it would be convenient for you to meet.

Kim