The purpose of this meeting was for committee members to be able to have hands-on contact with the CAR form as updated to include the Campus Wide Outcome competencies.

Pat Carter documented the process of working through the completion of the CWO portion of the CAR to aid in creating an instruction document for faculty. Pat will distribute the document for committee comments and suggestions and Brenda will revise the draft as needed. Committee members reviewed available CARs from their divisions. Several members were unable to access courses that have common course numbering, so Anthony will be contacted about making those accessible. The common questions and issues that might arise during the input process were discussed.

The committee plans to request sessions during the April 19 in-service day to allow us to present the CAR form update to faculty and give all interested the opportunity to work on their CAR’s CWLO section on that day. Several committee members expressed interest in working specifically with their own division members, so we will let faculty who sign up for the sessions know in advance who will be available when from the committee.

Anthony White will be advised that we would like the CAR database to be available live by the beginning of spring quarter to make sure everything is set for in-service day.

Prepared and submitted by: Brenda Bindschatel 2/16/2011