

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Division:	Languages and Literature
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Date: October 26, 2012	Time: 8:00-8:45 AM	Location: Writing Center

Members Present:		Members Absent:
▪ Ross Perkins	▪ Chen Zhengxu	▪ Leilani Welley-Biza
▪ Resida S. Keller	▪ John Ranahan	
▪ Monica Rivera	▪ Nasako Weires-Madsen	
▪ Amy Delyla Ulm	▪ David Johnson	
	▪ Yolina S. Yamada	

Additional Attendees:	
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Agenda/Major Topics of Discussion:
Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ Writing Samples are due: Ross will make Course Modification recommendations for EN120a & EN120b once all Writing Samples are submitted. ▪ Discussed some of the Course Modifications: New text book, Evergreen by Susan Fawcett ▪ Suggested that the number of essays and type of essays for writing classes be modified. ▪ Suggested that a student must take EN120a (Expos I) and EN120b (Expos II) within one Academic year. ▪ Course Level Assessments are due right after the Fall semester is over. ▪ Ross will be sending out a rubric to be used for the Institution Learning Outcome. ▪ An advisory council for Liberal Arts will no longer be formed; feedback will come from other Advisory Council. Liberal Arts program will work in conjunction with other councils to solicit feedback. ▪ Suggested that a website should be created for instructors to post of their academic information. ▪ Monica suggested to bring this up in the next IT meeting. ▪ New Hire: Recommendations have been submitted for 1 Music positions and 2 English positions. ▪ 2 more English position needs to be filled. Applications will be reviewed, then interviews will be set up. ▪ Writing tips are to be sent to Ross for use on the website. ▪ Books from A203 storage will be transferred to the Writing Center. ▪ Unwante books in the Writing Center will be donated to the Public Libraries or Local Schools. ▪ Lockable cabinets are needed in each classroom, Ross & Yolina will work on getting cabinets for each room.

Comments/Upcoming Meeting Date & Time/Etc.:
<ul style="list-style-type: none"> ▪ Course Level Assessment workshop will on November 05, 2012 ▪ October 26, 2012 is the last day for withdrawal with a “W”

Handouts/Documents Referenced:
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College Web Site Link:
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Prepared by:	Yolina S. Yamada	Date Distributed:	
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1.			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			