

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum Committee</i>		
Date:		Time:		Location:
August 26, 2011		1:00 p.m.		Practice Gym
Members Present				
Titles/Reps		Name	Present	Absent
Committee Chair		Kathy Hayes	X	
Committee Vice-Chair		Taylor Elidok	X	
Secretary		Resida Keller	X	
National Faculty Rep.		Snyther Biza	X	
National Faculty Rep.		Mike Dema	X	
National Faculty Rep.		Paul Dacanay	X	
National Faculty Rep.		Mariana Ben Dereas	X	
National Faculty Rep.		Faustino Yarofaisug	x	
National Faculty Rep.		Susan Moses	X	
National Faculty Rep.		Madalena Hallers	X	
National Faculty Rep.		Joseph Felix Jr.(Rafael Pulmano)	x	
CRE Rep.		Jackson Phillip		X
Chuuk Campus Faculty Rep.		Alton Higashi	X	
Pohnpei Campus Faculty Rep.		Gardner Edgar		X
FMI Campus Faculty Rep.		Kasiano Paul	X	
Yap Campus Faculty Rep.		Joy Guarin		X
Kosrae Campus Faculty Rep.		Nena Mike	X	
Additional Attendees:				
Agenda/Major Topics of Discussion:				
<p>I. Old Business</p> <p>1. Rubrics for course outlines</p> <p>II. New Business</p> <p>1. Election of Chair, Vice-Chair, and Secretary for school year 2011-2012.</p> <p>2. Terms of Reference for Curriculum and Assessment Committees</p> <p>3. Name of committee</p> <p>4. Next meeting</p>				
Discussion of Agenda/Information Sharing:				
<p>I. Old Business</p> <p>1. It is imperative that the rubric for evaluating course outlines is completed immediately. Without this, the revision of course outlines cannot continue. This item should be finalized at the next meeting.</p>				

II. New Business

1. Nominations and voting were conducted for the positions of Chair, Vice-Chair and Secretary for the newly formed Curriculum and Assessment committee. It was recommended and approved that the officers of the committee be from Pohnpei since those members at the states still had some difficulty with connectivity. The state campus representatives all agreed and a suggestion was to use the regular telecommunications conference line at least one time each month rather than VOIP. After several people declined to be nominated for Chair, Kathy Hayes, National Campus, volunteered to take on this role. The committee voted to support her in this role. Taylor Elidok from Pohnpei Campus was nominated and elected as Vice-Chair. Resida Keller, National Campus was nominated and elected as Secretary.
2. This new committee combines the curriculum committee and the assessment committee. The terms of reference for both committees were handed to each member to begin review of the responsibilities of this committee. The terms of reference will be rewritten to reflect the new responsibilities.
3. The committee members voted to call the newly structured committee the Curriculum and Assessment Committee or CAC.
4. The members agreed to meet again on Monday, Aug. 29, which is the regularly scheduled time to begin work.

Handouts/Documents Referenced:

1. Rubric for evaluating course outlines
2. Terms of Reference for the Assessment and Curriculum Committees

College Web Site Link:

Prepared by:	<i>Karen Simion</i>	Date Distributed:	<i>8/29/11</i>
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Approval of Minutes Process & Responses: Minutes distributed for comments 8/29/11.

Submitted by:	<i>Karen Simion</i>	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

1. Election of officers for school year 2011-2012
 - a. Kathy Hayes – Chair
 - b. Taylor Elidok – Vice-Chair
 - c. Resida Keller - Secretary