

**College of Micronesia – FSM**

**Committee Minutes Reporting Form**

<b>Committee or Working Group</b>			<i>Curriculum Committee</i>		
<b>Date:</b>		<b>Time:</b>		<b>Location:</b>	
August 29, 2011		1:00 p.m.		BOR Conference Room	

<b>Members Present</b>				
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	
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	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
National Campus staff Rep	Raleigh Welly	X		

<b>Additional Attendees:</b>	Jimmy Hicks, IRPO; Karen Simion, DAP/Acting VPIA; Semens James, PNI campus
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- Agenda/Major Topics of Discussion:**
- I. Old Business**
    - 1. Rubrics for course outlines
  - II. New Business**
    - 1. Meet and Greet: Introductions
    - 2. Next meeting

**Discussion of Agenda/Information Sharing:**

**I. Old Business**

**1.** It is imperative that the rubric for evaluating course outlines is completed immediately. Without this, the revision of course outlines cannot continue. The committee did a line by line review of all the items on the course outline rubric. Here are the general revisions while a revised rubric is attached for better illustration of the changes.

Format: need to include appendix c (outline template) and appendix b (title page); “see curriculum handbook” was included for better reference and explanation on MLA & APA to

be included on bottom of page for clarification.

Structure: No changes

Student Learning Outcomes—General: new item added to the rubric; description for excellent level will be: “States what a student will be able know, do or value.”

Student Learning Outcomes—Specific: Remaining criteria from the original item will remain with this item; \*It was agreed upon that all levels (excellent, good, poor and unacceptable) will now include the words ALL, MOST, SOME, FEW for more clarifications on the criterion.

Assessment strategies---Reliable now includes: “gives same results on successive trials and may include inter-rater reliability when subjective judgments are made.

Methods of Instruction---delete 4-5 in the requirements of possible different methods of instruction.

Course Content—no changes

Instructional Costs---new change is “List all unusual supplies, equipment, needs, and materials the college should be prepared to have available”

Evaluation---Statement ‘If there are no unusual conditions for evaluation, the word “None” should be written’

Credit-by-Examination—deleted “who” and put in “division” to contact; deleted “attach a sample of the exam to the course outline”

Karen was making changes to the rubric during the meeting and a copy will be distributed to the committee members upon approval and completion.

## II. New Business

1. For the purpose of getting all acquainted since there are new members in the committee, introductions were done.
2. September 5, 2011—It was decided that the committee will be meeting on Monday Sept. 5<sup>th</sup> since the 12<sup>th</sup> (two weeks from today) will be a holiday. Room will be reserved by the CAC Secretary

### Handouts/Documents Referenced:

1. Rubric for evaluating course outlines

### College Web Site Link:

<b>Prepared by:</b>	<i>Resida S. Keller</i>	<b>Date Distributed:</b>	<i>9/2/11</i>
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**Approval of Minutes Process & Responses:** Minutes distributed for comments 9/2/11.

<b>Submitted by:</b>	<i>Resida S. Keller</i>	<b>Date Submitted:</b>	<i>9/2/11</i>
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### Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

1. Sue Moses moved that the committee adopt all the changes to the course outline rubric that were discussed during the meeting; Mariana seconded the motion; Motion was unanimously voted on for adoption.
2. Next meeting: September 5, 2011 at 1pm

### Action by President:

Item number:	Approved:	Approved with conditions:	Disapproved:	Comments/Conditions: