College of Micronesia – FSM
Committee Minutes Reporting Form

Committee or Working Group	*Curriculum Committee*			

Date:	Time:	Location:		
October 31 2011	1:00 p.m.	BOR Conference Room		

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	X	
Cooperative Research Extension (CRE) Rep.	Jackson Phillip		X
Chuuk Campus Faculty Rep.	Alton Higashi	X (via Email)	
Kosrae Campus Faculty Rep.	Nena Mike	X	
National Campus staff Rep (IRPO)	Raleigh Welly		X
National Campus staff Rep	Lore Nena	X	
Pohnpei Campus Faculty Rep.	Gardner Edgar	X	
Pohnpei Campus Faculty Rep	Debra Perman	X	
Pohnpei Campus Faculty Rep	Shirley Jano	X	
Pohnpei Campus Staff Rep	Maria Dison		X
FMI Campus Faculty Rep.	Kasiano Paul	X	
FMI Campus Faculty Rep.	Alex Raiuklur		X
Yap Campus Faculty Rep.	Joy Guarin	X	
Kosrae Campus Student Rep	Henry Benjamin		X
Kosrae Campus Faculty	Rosalinda Bueno	X	

Additional Attendees: Grilly Jack, DVCCE and Karen Simion, Acting VPIA

Agenda/Major Topics of Discussion:

I. New Business

1. Course outlines update
2. Special meeting request: Nov. 07, 2011
3. Request: Convert/Reprogram vacant position
4. TORs
5. Approval of October 17th minutes
6. Special meeting : Monday Nov. 07

Next meeting: Nov. 14th

Discussion of Agenda/Information Sharing:

1.) Kathy opened the meeting by informing the committee of some clarifications regarding course outlines: Matrix and Specific Student learning outcome items do not need to match or be equal in number; No ISBN numbers needed for

textbooks, textbooks need to be in MLA or APA format. All course outlines should be looked at by all CAC members so that when they are brought in "ready for approval" or RFA, they should be ready for a vote and not to be discussed due to limited time since deadline is at the end of November. There was a concern about font size/style—to ensure consistency in appearance, Shirley moved that all outlines be prepared in font size 12;style: Times New Roman; Mariana seconded the motion. The vote was unanimous to accept this motion. When all course outlines are done and ready to be posted, Kathy and other officers will look to see that there is consistency in appearance of all course outlines before it is posted onto the website.

2.) A request was made for the CAC to call a special meeting to discuss the recommendations from the VPIA's office regarding increasing the entrance exam/admission criteria for the ACE program. The committee agreed to hold the meeting on Monday Nov. 07 at 1pm; venue will be reserved by the secretary and necessary documents for review will be sent out by the Chairperson. It is urgent that the CAC vote on the admissions requirement proposal that is being proposed by Karen Simion as this decision will link to the budgeting process.

3.) Request to convert/reprogram vacant position: Pohnpei campus had sent in an official request to convert a vacant English positon to a new Food and Technology position. Sue asked if this was the job of the CAC and part of the CAC TORs; Karen clarified that for some previous positions, such a request came through the curriculum committee so this is why it was sent to the CAC for approval; Maria said she was advised by business office to submit it to CAC for their approval first before it was sent further; Faustino stated that if this is the procedure, then it should be incorporated into the TORs. Sue moved to accept the request; Mariana seconded the motion and there was no further discussion; vote was unanimous to approve motion.

4.) TORs: Assessment: the question remains on whether CAC will be doing assessment of all programs and services. Faustino: restated CAC's desire to focus on instructional assessments only; Karen clarified that the old assessment committee was looking at the assessment "process" i.e. filling out worksheets/checklists and checking content (recommendations) and whether the cycle was followed; Karen suggested a redefinition of the assessment coordinator position to include some of the clerical duties and each respective department review their own assessment. Membership finalized to maximum of 20 members; TORs contain a lot of the word "should" when it must be more definite to reflect what we do---Kathy will look over and revise. Section G will be looked over via email for any changes/modifications.

5.) Approval of Oct. 17th minutes: Shirley J. moved to accept the minutes; Snyther seconded the motion; no discussion; vote was unanimous for approval.

6.) Special meeting : Monday Nov. 07; 1pm; venue TBA
   Next regular meeting: Nov. 14th; 1pm; BOR

Handouts/Documents Referenced:			
1. CAC TORs			

College Web Site Link:			
Prepared by:	*Resida S. Keller*	**Date Distributed:**	*11/14/11*

Approval of Minutes Process & Responses: Minutes distributed for comments 11/14/11
Approved: 24th November 2011

1.) Approval of Oct. 17th minutes: Shirley J. moved to accept the minutes; Snyther seconded the motion; no discussion; vote was unanimous for approval.

Submitted by:	*Resida S. Keller*	**Date Submitted:**	

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

1.) Shirley moved that all outlines be prepared in font size 12;style: Times New Roman; Mariana seconded the motion. The vote was unanimous to accept this motion.
2.) Sue moved to accept the request for conversion/reprogramming of position at PNI campus; Mariana seconded the motion and there was no further discussion; vote was unanimous to approve motion.
3.) Karen/Kathy will redefine the assessment coordinator position to reflect needs
4.) Kathy will look over and revise TORs to eliminate "should"s