

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group				<i>Curriculum and Assessment Committee</i>			
Date:		Time:		Location:			
April 16 th 2012		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.		Delihna Ehmes		X			
National Faculty Rep.		Faustino Yarofaisug				X (off island)	
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	
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 (Yap unable to make calls)	
FMI Campus Faculty Rep.		Alex Raiuklur				X (Yap unable to make calls)	
Yap Campus Faculty Rep.		Joy Guarin				X Yap unable to make calls)	
Kosrae Campus Faculty		Rosalinda Bueno		X			
Chuuk Campus Faculty Rep		Lynn Sipenuk		X			
Additional Attendees:							
Agenda/Major Topics of Discussion:							
<ol style="list-style-type: none"> 1) Feedback <ul style="list-style-type: none"> • President Daisy’s response to memo/planning/COC meeting with consultant. 2) Approval of RFA course outlines 3) Approval of amendments to VEM110r and VEM110c 4) Approval of textbook change for PH212 and PH334 							

5) Outstanding issues to discuss:

i) Assessment/testing coordinator role

Comments from DAP;

- Previously this was Jon Berger
- Didn't work, he spent more time doing COMET tests....
- Position currently on hold.
- Jon was originally hired to coordinate General Education assessment not really college wide assessment.
- The idea of having a separate "assessment office" or making it the responsibility of IRPO or VPIA probably a cabinet decision at this time.

IDEA: We could make a motion to separate assessment from curriculum. Someone at the college would be responsible for collecting assessment from all areas – admin, student services and instructions and compiling into a college-wide assessment report.

Additional comment: Assessment - There is a small group working on a Title III grant to strengthen ACE and design and implement a first year experience program. One component of that grant is to purchase TracDat which is the computer program that allows the college to upload assessment reports, sends reminders that reports are due, and I think formulates a college-wide assessment report. Guam Community College uses this program for its assessment. This would be very helpful if the grant is approved.

ii) Textbook adoption process

iii) Student evaluation of instructors form

Notes from Karen:

Student evaluation of instructors needs considerable work. The current form needs updated. I had a student focus group rate/rank questions from a list of almost 100 taken from forms at other colleges. This group of questions was then sent for comment from faculty and there were many, mostly unfavorable. I believe that the committee should first decide the purpose of the student evaluations of instructors and read some of the research in this area. Then the type of questions asked would be easier to determine.

iv) Should a "D" be accepted as a passing grade?

v) Should students be rewarded for A+ vs. A-? There is a great difference between 97% and 93%. Then should the GPA equivalent be changed since an A is 4.0, what would an A+ be?

vi) Common meeting time across all campuses – it was discussed and the general consensus was to keep the meeting time the same. The CAC needs to put this in

an official recommendation.

- vii) Draft CAC timeline
- viii) Spring 2013 report for proficiency levels in SLOs.
- ix) Approval of minutes from the following meetings: 20th feb, 5th march, 12th march (special meeting) and 19th march.

Associated documents:

RFA course outline list - pending
VEM110r and VEM110c
PH212 and PH334 course modification request – pending electronic version
Textbook adoption process
Student evaluation of instructors form - pending
Draft CAC timeline

Discussion of Agenda/Information Sharing:

1) Feedback

- KH gave feedback to the planning memo that the president had asked for a halt to the planning process and a “step-back” and a “re-evaluation” was necessary.
- SM added that the President made it clear he wasn’t going to direct the planning process but bring in consultants to assist.
- SM added concerns that according to the ACCJC rubric on measuring our proficiency in planning the “hiring of consultants” is lower than basic.
- SM added that it looks like we are back to square one regarding planning.
- GE asked what the impact this would have on accreditations and SM responded that it is serious, but we have no choice. SM emphasized that none of this is new, COM have known about these planning problems for a long time now, we have had repeated recommendations and this history of “no activity” is serious in terms of accreditation.
- KH ended the discussion emphasizing that she would keep the CAC “in the loop” of any planning developments.

2) Approval of RFA outlines

- 25 outlines were ready for approval.
- TE made a motion to approve these outlines.
- LS seconded the motion.
- The vote was a unanimous YES.
- The outlines will now be edited by the chair, printed, signed and published on the college website.

3) PH212 and PH334 text book modification

- PD explained that the current textbooks for these courses is out of print and they need the proposed new ones.
- A motion was made to approve these modifications.
- The motion was seconded.
- The vote was a unanimous YES.
- The outlines will now be edited, re-submitted to the CAC chair for printing, re-signing and re-publication on the college website.

- 4) VEM110r and VEM110c
- SM had some editorial issues with these outlines and also requested that the general SLOs were made more “general”.
 - These comments were passed over to GE who will amend the outlines and re-submit to the CAC for approval.
- 5) KH (chair) requested that item #ix on the agenda (approval of meeting minutes from 20th feb, 5th march, 12th march (special meeting) and 19th march) be brought forward at this stage for approval to ensure CAC minutes were up to date for the arrival of the accreditation team next week.
- GE made a motion to adopt the minutes with corrections provided by SM.
 - JF seconded the motion.
 - The vote was a unanimous YES.
- 6) Outstanding issues – assessment/testing coordinator
- This was brought again to the CAC for discussion.
 - There were suggestions to separate the role to a person or office to handle all assessments.
 - Tracdat software is being proposed to be used to aid in this.
 - There were discussions on the role of this suggested position.
 - There were concerns raised by SM that it is not the responsibility of the CAC to define the role of this position, but instead this should fall to the president/cabinet.
 - KH (chair) proposed to put together a “memo” / “recommendation” on the a potential assessment office/position. This was agreed by the committee members present.

All other agenda items postponed to the next meeting.

Handouts/Documents Referenced:

RFA course outline list
 VEM110r and VEM110c
 PH212 and PH334 course modification request – pending electronic version
 Textbook adoption process
 Draft CAC timeline

College Web Site Link:

Prepared by:	<i>Kathy Hayes</i>	Date Distributed:	<i>4/17/12</i>
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Approval of Minutes Process & Responses: Minutes distributed for comments 4/17/12

Approved: 8/20/12

Submitted by:	<i>Kathy Hayes</i>	Date Submitted:	<i>4/17/12</i>
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

- 1) RFA outlines approved
- 2) PH212 and PH334 modification approved
- 3) Minutes from 20th feb, 5th march, 12th march (special meeting) and 19th march approved.
- 4) KH to produce a memo/recommendation ref: assessment office/role
- 5) GE amend VEM110r and VEM110c according to SM comments.