

**College of Micronesia – FSM**

**Committee Minutes Reporting Form**

<b>Committee or Working Group</b>		<i>Curriculum and Assessment Committee</i>	
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	
Aug 20 <sup>th</sup> 2012	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 (Dana Lee Ling-proxy)
National Faculty Rep.	Mike Dema	X	
National Faculty Rep.	Paul Dacanay	X	
National Faculty Rep.	Delihna Ehmes		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	
National Faculty Rep.	Ross Perkins	x	
Cooperative Research Extension (CRE) Rep.	Jackson Phillip		X
Chuuk Campus Faculty Rep.	Alton Higashi		X
Kosrae Campus Faculty Rep.	Nena Mike		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 Faculty	Rosalinda Bueno		X
Chuuk Campus Faculty Rep	Lynn Sipenuk	X	
<b>Additional Attendees:</b>	Karen Simion, DAP, Dana Lee Ling (proxy for Snyther Biza)		
<b>Agenda/Major Topics of Discussion:</b>			
<ol style="list-style-type: none"> <li>1) Assigning of new officers for the CAC</li> <li>2) Approval of minutes from April 16<sup>th</sup> 2012, April 30<sup>th</sup> 2012, May 9<sup>th</sup> 2012 and July 23<sup>rd</sup> meeting.</li> <li>3) MU101 course modification request</li> <li>4) Data requirements memo</li> <li>5) Alternative COMET criteria</li> <li>6) Assessment coordinator office</li> <li>7) Textbook adoption policy</li> </ol>			

8) Student evaluation form

**Discussion of Agenda/Information Sharing:**

1) Assigning of new officers for the CAC

- CAC nominated and unanimously voted in favor of retaining Kathy Hayes as chair for the committee.
- Nomination for vice chair was made, but member was not present therefore motion was tabled pending notification of the member.
- Nomination for secretary also tabled till the next meeting.

2) Approval of minutes from April 16<sup>th</sup> 2012, April 30<sup>th</sup> 2012, May 9<sup>th</sup> 2012 and July 23<sup>rd</sup> meeting.

- Meeting should not include names and language such as “it was discussed that...” is preferred.
- The minutes of 16 April were approved with one abstention.
- The minutes of 30 April were approved with two abstentions.
- The minutes of 09 May were approved with modifications and two abstentions.
- The minutes of 31 July were approved with modifications and two abstentions. Discussion included confirmation that the present Institutional Learning Outcomes were recommended by the curriculum committee in 2009 and signed off on by the president. The program enrollment limits cited in the minutes were approved by the VPIA. There was also discussion of the need for specifying program coordinator responsibilities and loads. That discussion is not closed and will be taken up in the future.

3) MU101 course modification request

- It was agreed that this should be postponed until a new music instructor is hired.

4) Data requirements memo

- Discussion generated a request that IRPO will be trained in data collection and then the IRPO office will in turn train all personnel.
- There was also the suggestion to base exit survey's on Krathwohl's Taxonomy of Affective Domain (<http://classweb.gmu.edu/ndabbagh/Resources/Resources2/krathstax.htm>).
- It was noted that an exit survey existed in the mid-1990s which was comprehensive and given to all students. An effort will be made to find that survey.
- Transfer rate is not well defined in the document. The intent was to track both inter-campus transfers of the students and the transfer of students to other institutions of

higher learning. The document will be amended to better represent this detail.

- Teacher certification competency exam data might be available to the college. The Education Division is a possible data source for this. This will be reflected in the memo.

5) Alternative COMET criteria

- This was hard to comprehend and appeared to just lower standards that were recently lifted. The criteria seemed to miss the point of the original board directive to find an alternative/additional entrance process to the COMET itself.
- It was noted that a previous proposal from 2003 suggested one way to combine COMET data with other measures of a candidate (<http://www.comfsm.fm/~dleeling/entrance/point.html>).
- It was also noted the need to take into account the high school, high school program, courses, and grades for a candidate.
- A report was cited on the spring 2003 COMET (<http://www.comfsm.fm/~dleeling/admissions/cometc1.pdf>).
- It was asked whether part-time faculty were included in the ratios cited in the report. The response was a qualified "probably not."
- It was also noted that the MS 099 math requirement appeared to be too high.

6) Assessment coordinator office – tabled until the next meeting

7) Textbook adoption policy - tabled until the next meeting

8) Student evaluation form - tabled until the next meeting

Meeting adjourned at 2pm.

**Next meeting: 3<sup>rd</sup> September 2012, 1-2pm in the BOR**

**Handouts/Documents Referenced:**

alternative COMET criteria  
data requirements memo  
assessment coordinator office\_draft  
textbook adoption policy\_draft  
student evaluation form\_draft

**College Web Site Link:**

<b>Prepared by:</b>	<i>Kathy Hayes and Dana Lee Ling</i>	<b>Date Distributed:</b>	8/21/12
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**Approval of Minutes Process & Responses:** Minutes distributed for comments 8/21/12  
Approved: 9/17/12

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

Chair will amend and distribute the data requirements memo  
Chair will provide feedback to Student Services regarding the alternative COMET testing

