

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group			<i>Curriculum and Assessment Committee</i>		
Date:		Time:		Location:	
September 17, 2012		1:00 p.m.		BOR Conference Room	

Members Present				
Titles/Reps	Name	Present	Absent	
Committee Chair	Kathy Hayes	X		
Committee Vice-Chair	Gardner Edgar	X		
Secretary	Resida Keller	X		
National Faculty Rep	Kasiano Paul	X		
National Faculty Rep	Ross Perkins	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.	Susan Moses	X (emailed comments)		
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	Romino Victor			X
Pohnpei Campus Faculty Rep.	Taylor Elidok	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.	Penijamini Nailati			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		

Additional Attendees:	Joseph Daisy, President and Karen Simion, DAP
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Agenda/Major Topics of Discussion:

- I. New Business**
 - 1. Membership Issues
 - 2. Approval of minutes from August 20, 2012 and September 3, 2012 meeting

- Old Business:**
 - 3. Alternative COMET criteria memo
 - 4. Textbook Adoption policy
 - 5. Data Request memo
 - 6. Assessment Coordinator Office
 - 7. Next meeting: Oct. 1, 2012

Discussion of Agenda/Information Sharing:

I. New Business

1. Membership Issues:

The membership of the CAC will be determined based on what is in the Terms of Reference (TORs) of the committee; Taylor Elidok has requested that he no longer be a member of the CAC; Members must serve 2 years (to maintain continuity) and may have 1 year off after the initial service years.

2. **Approval of minutes** from August 20, 2012 and September 3, 2012 meeting: members made a motion for adoption of minutes, seconded and unanimously voted for adoption.

II. Old Business:

3. **Alternative COMET criteria memo:** DAP and President clarified that when the Board directed that the admissions criteria be looked at, they actually meant that the CAC and other relevant committees look at *'additional'* criteria and not *'alternative'* criteria so that we are being fair and equitable to the students that we accept. The current perception is that the college admits students based on their COMET scores alone. With this clarification, there then needs to be dialogue with the RAR committee so that appropriate changes are made in the admissions process (i.e. change in the application form; required application documents; admission deadlines, sending out acceptance letters when all requirements are met and not just after taking the COMET, etc)and that these changes are better communicated to the high schools and public so that it is clear to all that admission to the college is not dependent ONLY on the COMET scores. Chair will draft a memo with a general recommendation from the CAC on the direction that the admissions process should take (while the RAR can focus on the specific changes to the steps within the admissions process); memo will be circulated to CAC members for feedback via email prior to a vote in the next meeting; Lang/Lit chair and DAP will assist the Chair in the drafting of the memo
4. **Textbook Adoption policy:** DAP suggested that the 4.0 Procedures section be written in active voice and under 4.0 point D that what is in the faculty handbook regarding use of other texts or alternative material be written into the policy. Question: Who will be responsible for ensuring that the process was carried out? The responsibility for the process will come from the VPIA to DAP or DCTE then to ICs and Division chairs.
5. **Data Request memo:** additional recommendations for the data that will be needed from IRPO include Transfer Data (data of transfer with in programs and from certificate to degree) and data from Summer terms; also data should be available every semester and presented in a consistent way or form; One question brought up was whether we could get data on students who had completed all requirements for their programs but did not graduate—this could be reported with program completion rates with a clear definition.
6. **Assessment Coordinator Office:** did not discuss this issue due to time constraints.
7. The meeting adjourned at 2:00pm with the next meeting scheduled for October 1, 2012.

Handouts/Documents Referenced:

1. Data Request Memo
2. Alternative COMET Criteria Memo
3. Textbook Adoption Policy

College Web Site Link:

Prepared by:	<i>Resida S. Keller</i>	Date Distributed:	<i>9/21/12</i>
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Approval of Minutes Process & Responses: Minutes distributed for comments 9/21/12; August 20 and September 3, 2012 minutes were unanimously voted for adoption.

Submitted by:	<i>Resida S. Keller</i>	Date Submitted:	
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities			
<ol style="list-style-type: none">1.) Taylor Elidok, outgoing VP will no longer be member of CAC.2.) Chair will revise Alternative COMET criteria memo for circulation via email; changes to Textbook adoption policy will be incorporated and prepared for next meeting.3.) Next meeting: October 1, 2012			