

**College of Micronesia – FSM  
Committee (Working Group) Minutes Reporting Form**

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| <b>Committee or Working Group:</b> | Languages and Literature |
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| <b>Date: January 10, 2013</b> | <b>Time: 11:00 am</b> | <b>Location: Writing Center</b> |
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| <b>Members Present:</b>  |  | <b>Members Absent:</b>   |
| <ul style="list-style-type: none"> <li>▪ Ross Perkins</li> <li>▪ Monty Vierra</li> <li>▪ Chen Zhengxu</li> <li>▪ Monica Rivera</li> <li>▪ Yolina Yamada</li> </ul> | <ul style="list-style-type: none"> <li>▪ Amy Delyla Ulm</li> <li>▪ Akiko Kamikubo</li> <li>▪ David Johnson</li> <li>▪ Leilani W. Biza</li> <li>▪ Kasiano Paul</li> <li>▪ Resida S. Keller</li> </ul> | <ul style="list-style-type: none"> <li>▪ Yolina S. Yamada</li> </ul> |

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| <b>Additional Attendees:</b> |  |
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| <p><b>Agenda/Major Topics of Discussion:</b></p> <ul style="list-style-type: none"> <li>▪ Introduction of new faculty: Monty Vierra &amp; Kasiano Paul</li> <li>▪ Syllabi are to be submitted to Yolina via Email. Cc'd Ross, it's due on the 1<sup>st</sup> day of Instruction</li> <li>▪ Course Level Assessment: a. Make sure you track your student performance on SLOs, start early<br/>b. Make sure in integrate authentic assessment into your SLO assessment. Arrange with someone in our division or another division to conduct a peer review (same as last semester)</li> <li>* Program Learning Assessment:             <ul style="list-style-type: none"> <li>- continue to give Resida the results of your writing assessment so she can complete WS#</li> <li>- Rubric will need to redeveloped next cycle. Rubric is on the wiki</li> </ul> </li> <li>* Institutional Learning Outcome:             <ul style="list-style-type: none"> <li>- For your 200 level course integrate ILO assessment in to your instruction, use A ACU rubrics... will be email after meeting</li> </ul> </li> <li>* Continue to serve on your committee and report at monthly division meetings</li> <li>* Summer Schedule will be submitted in February, so let me know if you are will to teach this summer. Ross will not be here , Resida will be acting chair during his absence.</li> <li>*Schedule for next school year will also be developed, let Ross know your ideal times and classes. He will then try to work them in the schedule.</li> </ul> |
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| <b>Discussion of Agenda/Information Sharing:</b> |
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| <b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b> |
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| <b>Handouts/Documents Referenced:</b> |
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| <b>College Web Site Link:</b> |
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| <b>Prepared by:</b> | Yolina S. Yamada | <b>Date Distributed:</b> |  |
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| <b>Approval of Minutes Process &amp; Responses:</b> |
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| <b>Submitted by:</b> |  | <b>Date Submitted:</b> |  |
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| <b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b> |                      |              |                             |
| 1.  |                      |              |                             |
| <b>Action by President:</b>   | <b>Item numbers:</b> | <b>Date:</b> | <b>Comments/Conditions:</b> |
| <b>Approved:</b>  |                      |              |                             |
| <b>Approved with conditions:</b>  |                      |              |                             |
| <b>Disapproved:</b>   |                      |              |                             |