

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum Committee (Special Meeting)</i>		
Date:		Time:		Location:
November 28, 2011		1:00 p.m.		Board of Regent's 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	
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		Rosalinda Bueno		X
Chuuk Campus Faculty		Lynn Sipenuk		X
Additional Attendees:				
Agenda/Major Topics of Discussion:				
<p>I. New Business</p> <ol style="list-style-type: none"> 1. Feedback/Follow-up on actions from Chairperson 2. Approval of Course outlines that are RFA (ready for approval) 3. TORs 4. Program Reviews 5. Vote on CAC minutes from Nov. 7th and Nov. 14th 6. Next meeting : Chair will send out an email for a suggested time (Proposed: Dec. 13th from 10am-11am) since classes will be over and faculty will have more flexibility to meet. 				
Discussion of Agenda/Information Sharing:				
<p>1.) Feedback/Follow-up: Kathy opened the meeting by informing the committee of her meeting with Karen with regards to the CAC's concerns about doing assessment for the whole college. From the discussion, it was suggested that they propose a reinstatement of the assessment committee. ALO had been consulted on this and sees no reason why it can't be implemented. Snyther asked if this would affect and require a name change for</p>				

the CAC; Gardner clarified that it seems that the CAC will still be doing instructional assessment so why not just have a program review committee to focus on program review? Kathy indicated that responsibilities of members will need to be clarified; Sue agreed with Gardner and reiterated the need for such a committee to oversee this task; Resida stated that since assessment is already embedded into program reviews, this committee will help ensure that respective programs and services are being assessed. Jackson Philip asked for clarification on who was actually responsible for the reviewing of program reviews and Kathy clarified that the CAC was responsible for academic programs and the CAC had in the past felt that each respective department be responsible for their areas.

- Shirley J. moved that the CAC adopt the idea to propose the creation of a program review committee; responsibilities should include assessment and members should include department heads; Jun Felix seconded the motion.
 - There was no further discussion and the motion was unanimously voted yes by all present with zero “no votes” and no abstains; motion carried.
- 2.) **Course Outlines:** Kathy had send out a list of course outlines that had been reviewed by the CAC after team readers and authors had made modifications and they were deemed RFA (ready for approval). There were over 60 course outlines ready. Since all members had opportunities to review and comment on the course outlines, the last step was to vote on the RFA course outlines so that they could be en-route to being published/posted on the college website.
- Gardner moved that the CAC accept all the Course outlines that are RFA; Shirley seconded the motion; The yes vote was unanimous by all present; motion carried.
- 3.) **TORs:** The final draft of the revised TORs had been sent out for all to review and was ready for a vote for approval/adoption by the CAC
- Shirley moved that the CAC accept and adopt the revised TORs; Sue seconded the motion; no further discussion; The motion was unanimously accepted by all present; motion carried.
- 4.) **Reviewing Program Reviews:** Part of the CAC’s responsibility was to look at completed instructional program reviews. In the absence of a rubric or tool to objectively evaluate these program reviews, the CAC members felt that they were not going to be able to provide objective evaluations of the program reviews. Kathy had gathered information that was available for program reviews and had circulated the information to help in coming up with some type of rubric.
- Sue made a motion proposing that the DAP (Karen Simion) along with the group of faculty/staff that went on the assessment trip to Hawaii last Spring come up with a proposed rubric for the CAC to use; Resida seconded the motion; no further discussion; The vote was unanimous in favor of the motion—zero ‘no’ or ‘abstain’ votes, motion carried-- Kathy will take this proposal to the parties involved.
- 5.) **CAC MINUTES** for Nov. 7 and Nov. 14th: The minutes had been circulated for comments and now needed to be voted on for approval.
- Taylor made a motion to adopt the Nov. 7th and Nov. 14th minutes; Snyder seconded the motion; no discussion; vote for Yes was unanimous by all who attended; motion carried.
- 6.) **Next Meeting:** Chair will send out an email for a suggested time (Proposed: Dec. 13th from 10am-11am) since classes will be over and faculty will have more flexibility to meet. A finalized time and date when all are able to meet will be decided on via email and sent out to all committee members prior to the meeting.

Handouts/Documents Referenced:

1. RFA course outlines and the list that Kathy had sent out earlier
2. Revised TORs

3. Nov. 7th and Nov. 14th minutes

College Web Site Link:

Prepared by:

Resida S. Keller

Date Distributed:

11/30/11

Approval of Minutes Process & Responses: Minutes distributed for comments 11/30/11

Submitted by:

Resida S. Keller

Date Submitted:

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

1. Shirley J. moved that the CAC adopt the idea to propose the creation of a program review committee; responsibilities should include assessment and members should include department heads; Jun Felix seconded the motion; no further discussion and the motion was unanimously voted yes by all present
2. Gardner moved that the CAC accept all the Course outlines that are RFA; Shirley seconded the motion; The yes vote was unanimous by all present; motion carried.
3. Shirley moved that the CAC accept and adopt the revised TORs; Sue seconded the motion; no further discussion; The motion was unanimously accepted by all present; motion carried.
4. Sue made a motion proposing that the DAP (Karen Simion) along with the group of faculty/staff that went on the assessment trip to Hawaii last Spring come up with a proposed rubric for the CAC to use; Resida seconded the motion; no further discussion; The vote was unanimous in favor of the motion Kathy will take this proposal to the parties involved.
5. Taylor made a motion to adopt the Nov. 7th and Nov. 14th minutes; Snyder seconded the motion; no discussion; vote for Yes was unanimous by all who attended; motion carried.
6. Next Meeting: Chair will send out an email for a suggested time (Proposed: Dec. 13th from 10am-11am); Kathy will confirm for all the date and time that all members agree to meet.