

**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>	
September 3, 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>
Chairperson	Kathy Hayes	X	
Vice-Chairperson/ Trade & Tech Div. Chair	Gardner Edgar		X (off island)
Secretary/National Faculty Rep	Resida Keller	X	
Languages & Literature Division Chair	Ross Perkins		X
Math & Science Division Chair	Snyther Biza	X	
Public Health Division Chair	Paul Dacanay		X
Social Sciences Division Chair	Delihna Ehmes	X	
National Faculty Rep.	Susan Moses	X	
Education Division Chair	Madalena Hallers	X	
Business Division Chair	Joseph Felix Jr	X	
Chuuk Campus Faculty Rep.	Alton Higashi		X
Chuuk Campus Instructional Coordinator	Mariano Marcus		
Kosrae Campus Instructional Coordinator	Nena Mike	X	
Hotel/Restaurant Management Div. Chair	Debra Perman	X	
Pohnpei Campus Faculty Rep	Shirley Jano		X
Pohnpei Campus Instructional Coordinator	Maria Dison		X
FMI Campus Faculty Rep.	Alex Raiuklur		X
Yap Campus Instructional Coordinator (acting)	Joy Guarin	X	
Student Services Representative	TBD		
Pohnpei Campus 'floating' Rep	Charles Aiseam	X	

<b>Additional Attendees:</b>	Karen Simion, DAP
------------------------------	-------------------

<b>Agenda/Major Topics of Discussion:</b>
<p><b>I. New Business</b></p> <ol style="list-style-type: none"> <li>1. Election of Officers</li> <li>2. Approval of minutes from August 20, 2012 meeting</li> <li>3. Updates on and review of Data Request memo, Alternative COMET criteria memo and Textbook Adoption policy</li> <li>4. Next meeting: Sept. 17, 2012</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. Election of officers: The chairperson gave an update based on the votes and discussions of the last meeting (August 20<sup>th</sup>) that it was decided that Kathy Hayes remain and continue as the chairperson of the CAC; Gardner Edgar, faculty rep from Pohnpei Campus was nominated as the Vice Chair, a position that he agreed to via email. It was moved and seconded that Gardner be elected as the vice-chair. There was no discussion and the vote was unanimous. For the CAC secretary, a motion was made and seconded that Resida Keller continue as the CAC secretary. With her consent, there was no further discussion and the vote was</li> </ol>

unanimous. The new CAC officers for the 2012-2013 school year are as follows: Kathy Hayes-Chairperson; Gardner Edgar-Vice-Chairperson; Resida Keller-secretary.

2. Approval of Aug. 20 minutes was postponed to next meeting as the corrected minutes were not circulated for review.
  
3. Updates: The Data Request Memo has been drafted and will be circulated for final feedback from the committee. Final approval from the committee will be discussed at the next meeting.  
 Alternative COMET Criteria Recommendations: A memo was drafted and sent out to the committee for review; comments from members were shared and will be incorporated into a revised draft of the memo and will be sent out to all members for final comment by Friday.  
 Textbook Adoption Policy: A revised version of the policy was sent out on Aug. 16<sup>th</sup> yet there was only one comment from members so it will be further circulated to everyone before it is finalized. One member clarified that this was a textbook adoption policy and not a policy on textbook ordering. The committee reviewed the policy and made some editorial changes and minor revisions. The Chair will make the suggested changes and will circulate it via email for everyone to review so that it can be approved in the next meeting. The DAP will look in whether there is already established a policy regarding the usage of textbooks other than the required text for the course. This will then be referenced into the textbook adoption policy. One member was concerned about securing instructor's copies of textbooks; it was clarified by DAP that ICs and division chairs need to work with the bookstore and the publishers as they are not automatically sent out with textbook orders. Another member suggested that 'readability' checks of texts be input into the policy to ensure that texts are up to standard and that divisions or programs review and pilot texts before adoption. All suggestions will be incorporated into the policy and circulated to members prior to next meeting.
  
4. The meeting adjourned at 2:00pm with the next meeting scheduled for September 17, 2012.

**Handouts/Documents Referenced:**

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

**College Web Site Link:**

<b>Prepared by:</b>	<i>Resida S. Keller</i>	<b>Date Distributed:</b>	9/7/12
---------------------	-------------------------	--------------------------	--------

**Approval of Minutes Process & Responses:** Minutes distributed for comments 9/7/12; August 20<sup>th</sup> minutes will be voted on for approval at the next meeting.

<b>Submitted by:</b>	<i>Resida S. Keller</i>	<b>Date Submitted:</b>	
----------------------	-------------------------	------------------------	--

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

- 1.) Kathy Hayes retained as Chairperson; Gardner Edgar nominated and elected Vice-Chair and Resida Keller nominated and elected as secretary.
- 2.) Data Request memo, Alternative COMET Criteria Recommendations will be circulated via email by Friday for review and will be brought to next meeting for finalizing.
- 3.) Textbook Adoption policy editorial changes and revisions will be made by Chairperson and final version will be circulated for review and brought to next meeting for approval.
- 4.) Next meeting: September 17, 2012