

**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>	
July 23, 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		
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	
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	(Emma Garcia-proxy)	
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
------------------------------	-------------------

<b>Agenda/Major Topics of Discussion:</b>
<p><b>I. New Business</b></p> <ol style="list-style-type: none"> <li>1. Updates</li> <li>2. Review of IRPO services (as it relates to CAC)</li> <li>3. Assessment coordinator and Textbook Adoption policy</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<p>1.) Kathy started off the meeting with updates on past issues that had been discussed by the CAC:</p> <ul style="list-style-type: none"> <li>• ILO documents: The requested change from the CAC that the ILOs be incorporated into the course outline, course level assessment report and program reviews for program coordinators was incorporated and forms have been send to the DAP and VPIA who have communicated</li> </ul>

these changes to the President and is now awaiting feedback on the forms from the VPIEQA.

- Seat Costs: Program coordinators will be identified and then they will decide on which seat cost formula will be used as they are the ones who will be responsible for reporting on this.
- To date, 274 course outlines have been reviewed, updated and approved—thanks for all the hard work in pushing this through.
- Program Review/Coordinators: VPIA, DAP and DCTE(Grilly Jack) recommended that the CAC set a limit for the number of students within one program. Kathy will send out program coordinator document for further review and we will discuss this at the next meeting.
- Student Evaluation form: This form with some revisions will be sent out again to everyone for more feedback as only four faculty members responded and provided feedback.
- Authentic Assessment: As part of the college's accreditation report that is due in Spring, it is important that everyone incorporate authentic assessment into their course outlines. Karen reported that the authentic assessment training that will be held during the first week of Fall semester will require faculty to partner up with another faculty member to ensure that our authentic assessments are carried out and peer reviewed.
- ILO workshop: Kathy asked if ILO review can be part of the faculty workshops. Kasi wanted to know if the authentic assessment workshops will only be held at the national campus? Karen responded that ICs will be asked to attend the workshops since the state campus ICs will be on-island attending the visioning summit that will be held that same week.
- NOTICE: the committee officers' positions are for 1 year so the committee needs to review the positions of the officers of committee. In the Instructional department meeting with the VPIA, DAP, ICs and the Deans, there was discussion and recommendations made about committee membership; the minutes had been sent out to the CAC for comments—all need to read and review and send in feedback on this by July 30<sup>th</sup>.
- Meeting: Kathy wants the committee to have a meeting during the 2<sup>nd</sup> week of August so that the committee can look at officers and membership. Kathy indicated that she will be leaving the college at the end of Fall semester but is willing to remain chair until December. Other officers needed to indicate whether they are willing to continue in their posts before the next meeting.

2.) As a request from the VPIEQA (Frankie Harriss) the CAC is tasked to review the services that is provided by the IRPO, especially in terms of data that is needed for generating reports and to draft a 'wish list' of the data that is needed by the CAC. Karen recommended that the CAC go back to the program prioritization document and see what data was needed/looked at and recommend those data so that prioritization and program review will be aligned and will be looking at the same type of data. This will also streamline the process so that prioritization will be looked at when a program is reviewed. Emma asked if a template was available, if not it is needed for consistency across programs. Based on the "Current Health

Indicators for Program Review” document that was emailed out by Kathy, the main concerns was that the data that is sent to program coordinators give SPECIFIC information just for each of the programs and that they include the following:

- Program enrollment/Graduation rate: data should be from all three years of which the assessment cycle covers (150% rates)
- seat cost: the formula used must be calculated consistently (a decision must be made and it should be made by the program coordinators who will be responsible for compiling the data);
- course completion rates: should this include only A, B, C grades or will D grades be included?
- Student satisfaction rates: are students surveyed at the program level?
- Employment data and transfer rate: How can this be tracked? Can someone be responsible for this? Is it possible to start employing electronic surveys to track and gather this data?

Kathy will compile these requests into a recommendation form and send it out for review by the CAC before submission to the VPIEQA.

4. Assessment coordinator Office and Textbook Adoption policy: Kathy will be sending out drafts of the CAC’s recommendations for these two issues and urges that everyone read, review and provide feedback on these documents either via email or bring comments to the next meeting.

Meeting adjourned at 2:10pm with the next meeting to be determined and sent out via email to everyone.

**Handouts/Documents Referenced:**

1. ILO Documents
2. Student Evaluation Form
3. Instructional Department’s minutes
4. Current Health Indicators for Program Review

**College Web Site Link:**

<b>Prepared by:</b>	<i>Resida S. Keller</i>	<b>Date Distributed:</b>	<i>8/17/12</i>
---------------------	-------------------------	--------------------------	----------------

**Approval of Minutes Process & Responses:** Minutes distributed for comments 8/17/12  
 Approved: 8/20/12

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

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