

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group	<i>Curriculum and Assessment Committee</i>		
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Date:	Time:	Location:	
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October 29, 2012	1:00 p.m.	BOR Conference Room	
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Members Present			
Titles/Reps	Name	Present	Absent
Chairperson	Kathy Hayes	X	
Vice-Chairperson/ Trade & Tech Div. Chair	Gardner Edgar	X	
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	X (proxy: Lyn Sipenuk	
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	
Pohnpei Campus rep (new faculty) ‘floating’ member	Charles Aiseam		X
Student Services Representative	TBD		

Additional Attendees:	Karen Simion, DAP
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Agenda/Major Topics of Discussion:

- I. New Business**
 1. Approval of minutes from Oct. 15th meeting
 2. Assessment coordinator officer memo
 3. Roles and Responsibilities of the Program coordinator
 4. Student Evaluation Form
 5. RAR recommendation on add/drop
 6. Next meeting: Nov. 26th (postponement due to Holiday)

Discussion of Agenda/Information Sharing:

- 1.) Motion was made to adopt Oct. 15th minutes and seconded; there was no discussion. Minutes were unanimously approved by all present.
- 2.) Assessment coordinator officer memo: discussion ensued regarding editorial changes to the memo. Motion was made to vote on the document with the editorial changes; motion

was seconded and the vote was unanimous by all present to approve document.

- 3.) Roles and Responsibilities of the Program coordinator: background—this issue came out of the program review process with program coordinators asking for clarification about their roles. Suggestion was made that this document be circulated for review with other documents about the roles of ICs, PCs and DCs (instructional coordinators, Program coordinators and Division chairs) and discussed at the next meeting. Points to consider when reviewing documents: number of students per program/ viability of program as a prioritization issue; also look at “added administrative responsibilities” of the program coordinator since many duties overlap with faculty or other duties.
- 4.) Student Evaluation Form:
Some areas of concern and recommendations for the form
 - a.) “What is the purpose of the form?”
 - b.) There is a need to incorporate the assessment of SLOs and student satisfaction in the form
 - c.) A “key” should be provided at the bottom of the form to help explain and differentiate between rankings, i.e. ‘rarely’ or ‘sometimes’ etc.
 - d.) The form should be divided up into three sections in order to assess the instructor, the course and the satisfaction of students.
- 5.) RAR recommendation on add/drop: deferred to next meeting
- 6.) Meeting adjourned at 1:55pm with the next meeting scheduled for Nov. 26, 2012.

Handouts/Documents Referenced:

1. Oct. 15, 2012 minutes
2. Assessment coordinator memo
3. Roles and Responsibilities of the program coordinator
4. Student Evaluation form (appendix K)

College Web Site Link:

Prepared by:	<i>Resida S. Keller</i>	Date Distributed:	<i>11/22/12</i>
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Approval of Minutes Process & Responses: Minutes distributed for comments 11/22/12; October 15th minutes approved and posted on the wiki.

Submitted by:	<i>Resida S. Keller</i>	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

- 1.) Oct. 15, 2012 minutes: unanimously approved
- 2.) Assessment coordinator memo: unanimously approved; Chair will incorporate changes.
- 3.) Roles and Responsibilities of the program coordinator: related documents of the roles of ICs, PCs and DCs will be circulated for review and discussed at next meeting.
- 4.) Changes to student evaluation will be incorporated by the Chair and further reviewed by committee.
- 5.) RAR recommendations for add/drop deferred due to time constraints.
- 6.) Next meeting: November 26, 2012