

**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>			
February 4, 2013		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			
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		(proxy: Marian Medalla)	
Chuuk Campus Faculty Rep.		Lynn Sipenuk		X			
Chuuk Campus Instructional Coordinator		Mariano Marcus				X	
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					
<b>Additional Attendees:</b>		Karen Simion, DAP					
<b>Agenda/Major Topics of Discussion:</b>							
<p><b>1. New Business</b></p> <ol style="list-style-type: none"> <li>1. Approval of minutes from January 21st meeting</li> <li>2. Faculty Academic Freedom Statement: is a review needed?</li> <li>3. SLO Report: final comments/discussion</li> <li>4. Student Evaluation Form</li> <li>5. Roles and Responsibilities of the program coordinator—continued</li> <li>6. Next meeting: Feb. 18th</li> </ol>							
<b>Discussion of Agenda/Information Sharing:</b>							
<ol style="list-style-type: none"> <li>1.) Motion made to defer approval of minutes to next meeting when all have an opportunity to review the minutes.</li> <li>2.) <b>Faculty Academic Freedom Statement:</b> document had been circulated to division chairs to share with divisions and bring back comments from divisions. Since the CAC was reviewing the student academic freedom statement, there</li> </ol>							

was discussion on whether the faculty academic freedom statement needed to be reviewed also. Comments from some of the divisions included the following: There is a need for HR to ensure that this policy does not conflict with any Human Resources policies that have currently been updated; the faculty statement should follow the same format as the student policy; there is no stated ‘sanctions’ should anyone violate the policy.

As a result of the discussion, it was agreed upon that the complete or ‘whole’ policy be circulated and reviewed by the CAC before the next meeting. DAP and chair will locate the complete policy and circulate it for review.

- 3.) **Student Academic Freedom Statement:** Comments have been received by the DAP and a final version will be circulated asap and the committee will vote electronically on its approval. As potential deadline of Friday 8<sup>th</sup> was suggested for the completing of this task.
- 4.) **SLO Report:** All are urged to read the SLO report that has been circulated by VPIEQA and provide comments and EVIDENCE immediately. The SLO report will be taken off the “google doc” very soon and will be circulated for final review and comment next week.
- 5.) **Student Evaluation Form:** Based on feedback from CAC and state campuses, DAP has done a lot of work on the form; a revised/updated form will be sent out for review by the DAP before the next meeting.
- 6.) **Roles and Responsibilities of the Program coordinator: (continued)** After discussion of the document and the difficulties facing the committee with regards to determining the need for program coordinators and defining their responsibilities, a motion was made, and seconded that a general statement will be drafted and included in the document to state that appointment of coordinators will be at the discretion of the VPIA and DAP according to established guidelines. State campus members added that the statement can also mention ‘with recommendations from State campus ICs.’ A draft of the document with such general statements for inclusion in the faculty handbook will be drafted by the secretary and the committee chair and circulated to the committee for input prior to the next meeting. Voting on the motion was postponed until the next meeting as teleconferencing made it difficult for the state campuses to follow the dialogue and contribute fully. The motion will be addressed at the next meeting.
- 7.) Meeting adjourned at 1:55pm; next meeting: Feb. 18th

**Handouts/Documents Referenced:**

1. Academic Freedom Statement
2. SLO Report
3. Student Evaluation Report (appendix K)
4. Roles and Responsibilities of the Program Coordinator document

**College Web Site Link:**

<b>Prepared by:</b>	<i>Resida S. Keller</i>	<b>Date Distributed:</b>	<i>2/08/13</i>
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**Approval of Minutes Process & Responses:** Minutes distributed for comments 2/08/13; January 21st minutes approval deferred to next meeting; all approved minutes updated and posted on the wiki.

<b>Submitted by:</b>	<i>Resida S. Keller</i>	<b>Date Submitted:</b>	<i>02/08/13</i>
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### **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**

- 1.) Jan. 21st minutes: Deferred
- 2.) Faculty Academic Freedom Statement: complete version to be circulated by DAP/Chair for further review prior to next meeting
- 3.) Student Academic Freedom Statement: finalized version will be circulated by the DAP for electronic voting by the CAC. Proposed deadline for circulation was Friday 8<sup>th</sup> February.
- 4.) SLO Report: all need to read and be familiarized with its contents and provide evidence to VPIEQA.
- 5.) Student Evaluation Form: DAP/Chair will circulate most updated version for review prior to next meeting.
- 6.) Roles and Responsibilities of the program coordinator: General statement based on discussion will be drafted by secretary/chair and circulated for input prior to next meeting; Motion will be addressed in next meeting.
- 7.) Next meeting: Feb. 18, 2013