

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
March 18, 2013	1:00 p.m.	BOR Conference Room	
Members Present			
Titles/Reps	Name	Present	Absent
Chairperson	Kathy Hayes		<i>Maternal leave</i>
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		<i>Travel (off island)</i>
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		<i>Represented by Marian Medalla</i>
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		
Additional Attendees:	Karen Simion, DAP		
Agenda/Major Topics of Discussion:			
<p>I. New Business</p> <ol style="list-style-type: none"> 1. Approval of minutes from 19 February 2013 and 4 March 2013 meetings 2. Roles and Responsibilities of the program coordinator/Policy002 Faculty Workload Policy 3. Student Evaluation form 4. Next meeting: April 8, 2013 			
Discussion of Agenda/Information Sharing:			
<ol style="list-style-type: none"> 1.) Minutes from 19th February 2013 meeting was approved. Minutes from 4th March 2013 meeting was also approved with modification (delete the paragraph under the Discussion of Agenda/Information Sharing and change Sue’s attendance from absent to present). A motion was made to adopt minutes, the motion was seconded and the vote was majority to adopt minutes. 2.) Program Coordinator – Committee members discussed the idea of improving the policy 			

002 Faculty Workload Policy by combining information from the proposed roles and responsibilities of program coordinators document drafted by CAC members. DAP indicated that the policy needs to be more specific since the vagueness of the current 002 policy is why there is a concern now for the role of the program coordinators.

A motion was proposed to CAC. The motion was to use the paragraph under the Appointment heading in the Roles and Responsibilities of the Program Coordinator document to be inserted as the first paragraph in the current policy 002 in the section titled 'Program Supervisor'. The title Program Supervisor will be used instead of Program Coordinator for consistency. Finally, the term instructional program rather than academic program should be used so that the trade and technology programs are included. The motion was proposed and seconded and the vote was unanimous in support of this proposal.

The DAP (Karen) volunteered to draft the proposed policy change, have it reviewed by CAC and send it to Personnel Committee for further action.

- 3.) Student Evaluation of Instructor Form – DAP asked CAC to first decide what the form is used for. The purpose will decide what type of questions should go into the survey. DAP also shared that the college is preparing to participate in the Community College Survey of Student Engagement (CCSSE) this semester and that survey contains some of the questions in the proposed survey. One member felt the questions in the proposed survey covered too many areas and should be divided into different surveys.

ICs present at the meeting indicated that they use the current survey as a backup to the supervisor classroom observation and evaluation to get a student's perspective on how the faculty member is performing in the classroom. This seemed to be the general consensus of the purpose of this survey tool. DAP suggest that the assistance of the college consultants from Sandy Pond be requested to aid in redesigning this survey tool. CAC members agreed with this suggestion.

- 4.) Meeting adjourned at 2:00pm and the Next meeting is scheduled for 8 April 2013

Handouts/Documents Referenced:

1. Roles and Responsibilities of the Program Coordinator document
2. Faculty Workload Policy 002 in the Personnel Manual
3. Student Evaluation form
4. Minutes from 19 February and 4 March 2013 meetings

College Web Site Link:

Prepared by:	<i>Karen Simion and Gardner Edgar</i>	Date Distributed:	<i>3/21/2013</i>
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

- 1.) Minutes for 19 Feb. and 4 March were approved.
- 2.) See above
- 3.) See above
- 4.) Next meeting: 8 April 2013