

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
April 8, 2013	1:00 p.m.	President's Conference Room	
Members Present			
Titles/Reps	Name	Present	Absent
Chairperson	Kathy Hayes		<i>Maternity 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	X	
Public Health Division Chair	Paul Dacanay	X	
Social Sciences Division Chair	Delihna Ehmes	X	
National Faculty Rep.	Susan Moses	X	
Education Division Chair	Magdalena Hallers		Off-island (at Chuuk for funeral)
Business Division Chair	Joseph Felix Jr		<i>Off island (PTK conf.)</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 18 March 2013 meeting; Review of agenda 2. Follow up on course outlines 3. Review of course outlines process 4. Assessment cycle review and update 5. NGO course 6. Next meeting: April 22, 2013 			
Discussion of Agenda/Information Sharing:			
<p>1.) Minutes from 18th March 2013 meeting was approved with modification (<i>delete names as included in the minutes</i>). A motion was made for adoption of minutes with modification, the motion was seconded and the vote was unanimous to adopt minutes. Motion was made to include new item on Agenda: discussion of the launch of College's new NGO course; motion was seconded and vote was unanimous to include new item on agenda.</p>			

- 2.) List of pending course outlines that still need to be approved was circulated and updates and status provided—all CHS course outline comments/recommendations should be sent to Joy at Yap campus for modification and further review; all LAW courses should be reviewed by reader teams—if only formatting changes are needed, the reader teams should make the necessary changes and circulate to CAC for review, if the changes are content modifications, course outlines should be sent to social sciences division for modification by adjunct law instructors. Motion was made to set a specific deadline for the approval of the remaining course outlines to May 6th; motion was seconded and unanimously approved in a vote by all members present.

- 3.) Agenda items #3 (review of course outlines process) and #4 (assessment cycle review and update) were discussed together. A proposal was made that the CAC review the processes that have been completed especially in the areas of 1.) course outline review, 2.) Assessment process (with worksheets 1,2 and 3) and 3.) CAC processes. The issue was that since the course outline review process and the assessment cycle process has been completed, there is a need for “closing the loop” and this would include an evaluation/survey and self-reflection on these processes. The evaluation would include questions such as “What did we learn? What did we do well? And What do we need to improve?” Furthermore, the CAC also needs to review its own committee process, TORs and its timeline in preparation for the upcoming semesters. Motion was made that the originator of the proposal put the proposal in writing before further discussion and action; motion was seconded and vote was unanimous.

- 4.) NGO course: Since it may be a ‘credit’ course and future program requirement for some of the college’s programs, as mentioned in the press release on the website, did the course go through the review process before launch? Why was CAC not involved in the review? There is a need for clarification to the CAC on the review process that was done for this course; A motion was made, seconded and approved that the chair visit the VPIA’s office to request for clarification as all courses (credit and non-credit) should go through a review process prior to launch. Also, if course is only “non-credit” then information in the press release (on the website) will need to be corrected as it may be misleading.

- 5.) Meeting adjourned at 2:00pm and the Next meeting is scheduled for 22 April 2013

*Note: The next meeting will be in the BOR conference room.

Handouts/Documents Referenced:

1. 18 March 2013 CAC meeting minutes
2. Pending Course outlines listing (emailed out to CAC members)
3. NGO course press release (found on the COM-FSM website)

College Web Site Link:

Prepared by:	<i>Resida S. Keller</i>	Date Distributed:	<i>4/10/13</i>
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Approval of Minutes Process & Responses:

18th March 2013 minutes approved; distributed to college community 4/8/13 and posted to the CAC wiki page.

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

- 1.) Minutes for 18 March 2013 were approved.; new item added to agenda (NGO class)
- 2.) Motion made for May 6th deadline for completion of pending course outlines;

seconded and approved

- 3.) Motion made for CAC 'closing the loop' retreat proposal to be put in writing by proposal originator; seconded and approved.
- 4.) Motion for CAC chair to visit VPIA for clarification regarding the NGO course; seconded and approved
- 5.) Next meeting: 22 April 2013