

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
August 12, 2013	1:00 p.m.	BOR Conference Room	
Members Present			
Titles/Reps	Name	Present	Absent
Chairperson	Gardner Edgar	X	
Vice-Chairperson/ National Faculty Rep	Susan Moses	X	
Secretary/Social Sciences Division Chair	Delihna Ehmes	X	
Assessment Coordinator	Ross Perkins		X
Math & Science Division Chair	Snyther Biza		<i>Off-island</i>
Public Health Division Chair	Paul Dacanay		<i>Off-island</i>
Languages & Literature Division Chair	Resida Keller	X	
National Faculty Rep.	Kathy Hayes		X
Education Division Chair	Magdalena Hallers		<i>Off-island</i>
Business Division Chair	Joseph Felix Jr		<i>conducting a workshop at PICS highschool</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 Dana Leeling, Math/Science Faculty (Acting for Snyther Biza)		
Agenda/Major Topics of Discussion:			
<p>I. New Business</p> <ol style="list-style-type: none"> 1. Approval of minutes from 21st of June meeting 2. Course Outline review schedule 3. Assessment worksheets 4. Director of Academic Programs (DAP) MUST DO list 			
Discussion of Agenda/Information Sharing:			
<p>1.) Minutes from the June 21st meeting were brought up for further discussion. A question was raised in regards to sub changes coming through CAC. This was clarified with reference to the Curriculum Handbook and the Program Review and Assessment publication done by Joey Oducado. Minutes moved and approved; vote unanimous.</p>			

2.) Course Outline review Schedule

- Chairperson posed concern that reader teams for CAC members had shared pertaining to the responsibilities and weight in reviewing Course Outlines (CO's). Concerns involved the challenges in communication, when paired up with an off-island member. Chair recommended that in the review process, division chair of the course being reviewed be included in the communication process.
- Members also had questions on membership of certain individuals currently in the committee. These were individuals who have assumed administrative positions and/or are not a chair of any division. The committee consensually concurred that review teams be rank and file membership only, not administrators. This brings nine reader teams at present.
- Discussions on assessment were brought up. DAP clarified that it will be the responsibility of the CAC members to look at reports generated by the TracDat, especially focusing on the results and plan for improvement. Division chairs will be responsible for the quality of assessment data and program reviews. Chairs will enter data into TracDat. The VPIA, DAP, and Pohnpei Campus Dean will then review TracDat inputs for quality. CAC then reviews reports that come out of TracDat. On this same note, members were again reminded that there are no program coordinators and this is a classification in the personnel manual available only for "specialized" programs. Only the VPIA, working with the DAP, can specify what might constitute a specialized program, based on justification if presented by a division chair.
- Questions were asked on the process and scheduling of CO's. Chair clarified that each division had been tasked to identify 25% of their courses, according to their priority. Some of the identified outlines have been scheduled for Fall 2013 and the remaining outlines will be scheduled for Spring 2014.
- A member also raised a question on whether course assessments include a certain percentage of authentic assessment (e.g. 50%). Concerns were raised in response, involving the relevance of having 50% of assessment being authentic because of the nature of certain courses. For example, certain courses can be easily assessed authentically while others may be challenging to do. Thus, putting the 50% of authentic assessment in question.

3.) Meeting adjourned at 2:10pm and the next meeting August 26, 2013 at 1:00 p.m.

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	<i>Delihna Ehmes</i>	Date Distributed:	
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Approval of Minutes Process & Responses:

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

- 1.) New Officers elected for CAC for SY 2013-2014:
 Gardner Edgar-Chairperson
 Susan Moses—V.Chair
 Delihna Ehmes—Secretary

2.) Next meeting: August 26, 2013 at 1:00 p.m.