

**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>	
August 26, 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	Gardner Edgar	X	
Vice-Chairperson/ National Faculty Rep	Susan Moses	X	
Secretary/Social Sciences Division Chair	Delihna Ehmes	X	
Math & Science Division Chair	Kathy Hayes	X	
Public Health Division Chair	Paul Dacanay	X	
Languages & Literature Division Chair	Resida Keller	X	
Education Division Chair	Magdalena Hallers	X	
Business Division Chair	Joseph Felix Jr	X	
Chuuk Campus Faculty Rep.	Lynn Sipenuk	X	
Chuuk Campus Instructional Coordinator	Mariano Marcus	X	
Kosrae Campus Instructional Coordinator	Nena Mike	X	
Hospitality and Tourism Management Division 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 Christopher Ross Perkins, Assessment Coordinator and Assistant ALO
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<b>Agenda/Major Topics of Discussion:</b>
<p><b>I. New Business</b></p> <ol style="list-style-type: none"> <li>1. Approval of minutes from 12<sup>th</sup> August meeting</li> <li>2. Term of Reference (TOR) <ul style="list-style-type: none"> <li>• CAC membership</li> <li>• Sub-committee for short-term /non-credit courses</li> </ul> </li> <li>3. Assignment of CO team readers</li> <li>4. Mechanism for students to be represented in CAC</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1.) Minutes from August 12<sup>th</sup> meeting were brought up for further discussion. Minutes moved and approved with changes; vote unanimous.</li> <li>2.) TOR <ul style="list-style-type: none"> <li>• Chair briefed the committee that TORs are to be reviewed every year and then stressed</li> </ul> </li> </ol>

that membership of the committee needed to be revisited by CAC members, especially relating to existing members whose positions are not listed as members of the committee.

- Questions were raised on membership versus ones position at this college. Example, currently the assessment coordinator is a member of CAC but he is considered an administrator. Additionally, his title is not included as one of the members of the committee. In response, a recommendation was made that his status be treated the same as DAP, on an invitation basis and as a nonvoting member.
- The chairperson also raised suggestions made from ALO (Frankie Harris) pertaining to Student Services representation in the committee. On this same note, concerns were raised on membership limit (currently 20) and the idea that if SS representation is considered this will exceed the 20 members, as cited in TOR. Currently, the TOR dictates the following positions to be represented in the committee: All division chairs, all Instructional Coordinators, and Faculty representation.
- A motion was made that the committee put together a recommendation to create a Student Services Committee. Thus, removing SS representatives from the CAC committee. In general, the justifications for the recommendation include:
  1. To create link between committees
  2. To address issues that are specifically Student-Service related. Thus, upholding our mission as a “Student-Centered institution...”.
  3. Student services representatives to CAC would be a learning curve to participate meaningfully in the process
- Other discussions on membership were
  1. To keep the same number of member at 20
  2. To have faculty representatives from Kosrae and Yap who currently do have this representation
  3. To keep current limit of membership but allow nonvoting members

3.) Meeting adjourned at 2:05 pm and the next meeting September 09, 2013 at 1:00 p.m.

**Handouts/Documents Referenced:**

**College Web Site Link:**

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

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