

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
September 9, 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	
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		Kosrae Liberation Day-Holiday
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		
Yap Campus new member (floating member)	Joseph Aliberti	X	
Additional Attendees:	Karen Simion, DAP Christopher Ross Perkins, Assessment Coordinator & Assistant ALO Dana Leeling, National Campus Faculty and proxy for Kathy Hayes		
Agenda/Major Topics of Discussion:			
<p>I. New Business</p> <ol style="list-style-type: none"> 1. Approval of minutes from 26th of August meeting 2. Assessment topics by Ross Perkins 3. Term of Reference <ul style="list-style-type: none"> • CAC Membership • Mechanism for students to be represented in the CAC (Sue Moses) • Sub committee for short term/non-credit courses 4. An alternative on the recommendation of SS committee 			
Discussion of Agenda/Information Sharing:			
<p>1.) Minutes from August 26st meeting were brought up for further discussion. Minutes moved and approved with changes; the majority voted “yes” and 1 abstained.</p>			

2.) TOR

- Chairperson informed the committee the status of the proposal made by the CAC on recommendation to create a new SS committee. His briefing indicated the following:
 - A. Cabinet’s denial of the recommendation on the creation of a new SS committee in its recent meeting.
 - B. Chair’s concern on protocol and how the recommendation was channeled, especially on how it bypassed the EC.
 - C. An alternative which is to mobilize the officers of CAC and the Chair of Facilities and Campus Environment (FCE) to meet with the college president to get clarifications on why the recommendation was denied. Dana Leeling who is currently the chair of FCE is one of the group members to meet with the president, as the FCE committee was faced with the same issue in its recommendation for a new SS committee, as a separate committee.

The alternative was voted on and approved by the majority of the committee members.

3) Presentation from Ross Perkins on Assessment

The Assessment Coordinator and Assistant ALO in his presentation expressed:

1. The need for programs to put PLO’s on Course outlines. Several course outlines are still missing the outcomes and thus, are encouraged to add them.
2. To need for courses to be identified “as owned by other programs”. A concern was also raised on courses that meet multiple programs. Such can be addressed where the course is identified by a program and then listing other programs that it meets on the cover page of the course outline.
3. Suggestion to chairs to begin looking at programs to see which courses meet Institutional Student Learning Outcomes (ISLO)-a matrix is yet to be sent out by the Assessment Coordinator and Assistant ALO.
4. Reminder to chairs to upload on Wiki program matrix if they have not done so. He further reminded that the matrix can be retrieved under the academic program section.

4) Meeting adjourned at 2:00 pm and the next meeting is set for September 23, 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