

**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>	
October 07, 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		Off-island
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 Faculty Rep.	Charles Aiseam	X	
Kosrae Campus Faculty Rep.	Grady Pettigrew	X	
Yap Campus (floating member)	Joseph Aliberti	X	

<b>Additional Attendees:</b>	Karen Simion, DAP Christopher Ross Perkins, Assessment Coordinator & 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 the 9<sup>th</sup> and 23<sup>rd</sup> of September meeting</li> <li>2. Presentations from Assessment Coordinator (Ross) <ul style="list-style-type: none"> <li>• Proposal of incorporating ILO, PLO, and SLO in the course outline format</li> <li>• Update on assessing General Education courses</li> <li>• Program review</li> </ul> </li> <li>3. Assessment of ILO should include certificate and 3<sup>rd</sup>-year certificate programs</li> <li>4. Working groups or sub committees: <ul style="list-style-type: none"> <li>• Course outline rubric committee – assist DAP revise existing rubric to include new changes</li> <li>• Student evaluation – selected members will prepare a proposal for committee to consider</li> <li>• Short term training policy</li> <li>• TOR – committee officers will prepare a proposal for committee to consider</li> </ul> </li> </ol>

**Discussion of Agenda/Information Sharing:**

1.) Proposed agenda was brought to the table by chairperson and adopted by the committee.

2.) Approval of minutes

- minutes from the 9<sup>th</sup> of September were unanimously adopted and approved.
- Suggestions were made for the Minutes from the 23<sup>rd</sup> of September to be reviewed and revised by both Sue and Delihna. The Committee also agreed to start reviewing and adopting minutes via email to allow the committee more time on other issues.
- A presentation was given by Ross Perkins on stages of aligning outcomes (Program and course-levels) to Institutional Student Learning Outcomes (ISLO's)
  - A. He proposed a 5-stage process of aligning outcomes from SLO-PLO-ISLO.
  - B. He announced that a master matrix will be sent out to assist programs in identifying courses to assess ISLOs. Further added that courses that have 50% of the SLO's meeting the ISLOs can be assessed at ISLO level.
  - C. He also shared a recommendation from Jim Mulick that programs do not need to assess more than one ISLO in a course but rather, identify one ISLO that is emphasized in a course.
  - D. He suggested that a short description be written on the course outline to indicate which ISLO is being assessed as seen in the Rubric from Association of American Colleges and Universities (AACU).
  - E. He expressed the need for CAC to be familiar with the existing manual; the need to include strategic assessment on Academic Program reviews. Other details seen in his memo of 23 September 2013 to CAC.
  - F. He also shared "draft of a draft of the proposed revisions to the accreditation standards", which serve as a guide to the proposed changes. Other details on his memo dated 1 October 2013 with attached draft of revisions.

Other suggestions on the matter:

- That there needs to be consistency in use of acronyms such as ILO vs ISLO

3) Meeting adjourned at 2:00 pm and the next meeting is set for October 21, 2013 at 1:00 p.m.

**Handouts/Documents Referenced:**

- Memo (23 September 2013) from Christopher Ross Perkins. Assessment Coordinator and Assistant ALO
- Memo (1 October 2013) from Christopher Ross Perkins. Assessment Coordinator and Assistant ALO

**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**