

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
October 21, 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		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	

Additional Attendees:	Karen Simion, DAP Rudleen Dacanay, Proxy for Paul Dacanay Jimmy Hicks, IRPO George Manganon, Business Division
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Agenda/Major Topics of Discussion:
<p>I. New Business</p> <ol style="list-style-type: none"> 1. Presentation from IRPO (Jimmy Hicks) 2. Recommendation to postpone the CO review process to fall 2014 3. Information sharing COC Recommendations from VPIEQA Budget 2015 Assumptions & Scenarios TOR (membership) recommendation 4. Changing IS220 from 1 prep to 2 preps <p>Old Business</p> <ol style="list-style-type: none"> 5. Working groups/sub committees: Student evaluation – selected members will prepare a proposal for committee to consider Short term subcommittee

6. If time permits

Mechanism for students to be represented in the CAC (Sue Moses)

Discussion of Agenda/Information Sharing:

- Presentation from Jimmy Hicks-IRPO in looking at trends at the Institutional level. He shared that trends reflect a decline in completion rate and credits enrolled at the institutional level. For example, over the past three full semesters there has been a decline of approximately 10% in percent of students enrolled full time (12 or more credits) and an approximate 5% decline in the number of students earning 12 or more credits. He also expressed that the IRPO trends data for “Average credits by campus” includes both institutional and campus data.
The overall presentation was on, Strategic Plan – Measures of Success Targets. “The strategic plan for the college includes a series of measures of success to assist the college in determining progress toward meeting its mission.”
Targets for the measures of success need to be established first at the institutional level followed by (where appropriate) sub targets at campuses, departments, divisions and offices. Assistance in setting targets is being requested from committees and offices. (See document from IRPO on, “Measures of success target setting”).
- Chairperson, Gardner Edgar announced that the review for Course Outlines (COs) will be postponed to Fall 2014. The initial plan was to begin the review for COs in Fall 2013 but provided concerns on CO template and rubric, the proposal has been made to postpone the review. The vote on postponement of CO review was unanimous.
- Information-Sharing
 - A. Recommendations have been communication from VPIEQA, Frankie Harris through Committee of Chairs (COC) to Standing Committees for feedback and comments. (See details on document on recommendations from VPIEQA)
 - B. Presentation on Budget 2015 was made from VPA, regarding assumptions and scenarios to address deficits. Review of the budget according to the presentation showed that 65% of the overall budget is on personnel alone. Thus, a recommendation is to cut personnel by 5%. Offices have been encouraged to see how they can accommodate the 5% cut.
 - C. Because of the pending membership status of CAC, officers of the committee recently met to come up with a recommendation to address this. The recommendation was put together by officers and was communicated to CAC members for review. (See details on document on recommendations from CAC officers on membership)
 - D. Chair also reminded members that members of the following subcommittees need to be identified to address pending issues relative to the committees. The subcommittees are: Course outline rubric, Students evaluation form, Short-term courses, and Measures of success targets. The committee agreed that because of the limited time, the chairperson will be tasked to assign members to each subcommittee.
 - E. A presentation was made from Joseph Felix Jr. and George Manganon to justify the need to change a CIS course, IS 220 from 1 prep. to 2 preps. The Business Administration Division requested assistance in retaining the IS220 – Programming course to 4 credits with 2 preps. Justifications were based:
 - Two general SLOs of the course which are:

- a. Explain computer programming concepts
- b. Demonstrate project(program) development skills

Thus, these require 2 separate preparations. During the LECTURE, the first SLO will introduce and explain all the concepts such as the vocabularies, problem solving process, problem analysis, algorithm design, etc. During the LABORATORY, the second SLO will demonstrate the programming skills by learning one of the computer languages such as C++ and transform the solution of the problem into a programmable form. ([Also see details from document on IS220 justifications](#)). Members felt that the case presented was reasonable and will be added to the list of courses that have come across the same issue. Other concerns also revolved around the question on what the financial impact will be, provided the current status of the College and its effort to be cost-effective.

- Meeting adjourned at 2:00 pm and the next meeting is set for October 28, 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