

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
October 28, 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	Proxy
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
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Agenda/Major Topics of Discussion:
<p>I. Old Business</p> <ol style="list-style-type: none"> TOR (membership) recommendation <p>II. New Business</p> <ol style="list-style-type: none"> Subcommittee updates <ul style="list-style-type: none"> Success Targets CO Rubric Student Evaluation Short Term and Non Credit Courses IS 201 Modification Request Introduction of new courses: VEM110r and VEM110e Information sharing from COC <p>If time permits,</p> <ol style="list-style-type: none"> Mechanism for students to be represented in the CAC (Sue Moses)

Discussion of Agenda/Information Sharing:

1. TOR (membership) as proposed by the CAC officers was unanimously approved. The membership of the CAC is selected at the beginning of each academic year and must include all Division Chairs, all Instructional Coordinators, all Vocational Coordinators, faculty representation, and staff representation. The requests of Monty Vierra, Mike Dema, and Alton Higashi to join the CAC were approved. Offices (staff) will be represented on an invitational basis. These offices include Academic Affairs, Assessment, IRPO, and Recruitment, Admission, and Retention.

2. a. A member of the Success Targets subcommittee had proposed that the CAC recommend that the targets for FY 2014 remain the same as the results from this past year to maintain stability rather than continue on the downward trend. After a period of discussion as to whether to adopt this approach, the members voted in favor (with one abstention) of a motion to forward the recommendation from the CAC to IRPO. The recommendation is to be forwarded to IRPO by the end of this week.

- b. The Course Outline subcommittee had not yet met. Resida will take the lead and Karen will serve as a resource person for this subcommittee.

- c. The Student Evaluation Form subcommittee will be led by Charles Aiseam. Karen will email some forms out to the subcommittee that they can review.

- d. Joseph Felix Jr. will take the lead for the sub-committee on short-term and non-credit courses. Some things that were mentioned that the committee needs to discuss include: assessing the policy (so that there is no repeat of incidents where a course is created but not yet reviewed), and determining implementation processes and timeline.

3. IS 201 Modification Request : A motion was made and seconded to accept the modification to the IS201 course (changing of pre-requisites). Business Chairperson Felix explained more the justification for this modification. Motion was approved with the majority vote to approve.

NOTE: This modification will be effective in Spring 2014. Business Division Chair Felix will need to send the revised course outline to DAP for signatures and posting onto the website.

4. CAC chairman encouraged everyone to try to be on time so that we can continue to work together.

5. Meeting adjourned at 2:00 pm and the next meeting is set for November 18, 2013 at 1:00 p.m.

Handouts/Documents Referenced:

1. Notes from CAC officers' meeting of 10/18/13 re: TOR membership
2. Course Modification Request from the Business Division re: change of prerequisites for IS201.

College Web Site Link:

Prepared by:	<i>Sue Moses and Resida Keller</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. TOR membership adopted as recommended by CAC officers.
2. Recommendation from Success Targets Subcommittee to set target levels for FY 2014 at realized levels for FY 2013 adopted. Memo to IRPO to be sent this week.
3. Lead for subcommittees: Resida Keller for course outline rubric; Charles Aiseam for Student evaluation Form and Joseph Felix Jr. for Short-term/non-credit courses.
4. Motion to adopt modification to the IS201 course pre-requisites were unanimously approved by those present.