

**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>	
November 18, 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 Faculty Rep.	Charles Aiseam	X	
Kosrae Campus Faculty Rep.	Grady Pettigrew	X	
Yap Campus (floating member)	Joseph Aliberti	X	
Languages & Literature Division	Monte Vierra	X	
Chuuk Campus Faculty Rep.	Alton Higashi		X

<b>Additional Attendees:</b>	Karen Simion, DAP
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<b>Agenda/Major Topics of Discussion:</b>
<p><b>I. Old Business</b></p> <ol style="list-style-type: none"> <li>Guideline for program review (Karen &amp; Ross)</li> <li>Follow up on sub committee: <ul style="list-style-type: none"> <li>CO Rubric</li> <li>Student Evaluation</li> <li>Short Term and None Credit Courses</li> </ul> </li> <li>Follow up on ISLO linkage table</li> </ol> <p><b>II. New Business</b></p> <ol style="list-style-type: none"> <li>Issues on course outline and modification request</li> <li>Information sharing from COC <ul style="list-style-type: none"> <li>If time permits, <ol style="list-style-type: none"> <li>Mechanism for students to be represented in the CAC (Sue Moses)</li> </ol> </li> </ul> </li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>Update from Karen on Guidelines for program review</li> </ol>

- a. Reported that the contents of the program review will remain the same with the exception of few additions on the following:
  - Persistence of students (term-to-term)
  - Licensure
  - Student-satisfaction

Note: Karen also announced that all programs use a uniform survey to assess student satisfaction. The survey will be developed by IRPO and implemented Spring 2014.
- b. A member posed a question on formula for seat cost. In response, Karen said that IRPO reported that a formula will be in place.

❖ Concern: A new member of the committee shared a suggestion and concern on committee meeting times. Provided the role as faculty, he expressed that meetings should start at 1:10 pm and end at 2:00 pm. He further stated that he had brought this to staff senate and will take this to the president. As response to this from the Dean of Academic Affairs (Karen), she suggested that the chair of this committee will be tasked to route this suggestion through the appropriate channel, which is COC.

2. Update from Subcommittees

a. The Course Outline subcommittee chairperson (Resida) reported that discussions on the rubric are still on-going. She also noted that a member of the subcommittee has suggested that the rubric be created in the form of checklist to identify whether or not course outline contains the required items. This idea is to replace the existing rubric which rates the CO's on a rating scale. The draft rubric will eventually align to new course outline format (e.g., linkage of ISLO to PSLO)

A motion was made and seconded to have the subcommittee come up with a rubric, checklist, and the new CO template by the next CAC meeting (12/02/2013). Because of shared concerns on limited time to produce the said items, the motion was voted against by the majority. The motion was not approved.

Suggestion:

A member suggested that the cover page from old Course Outline format be retrieved for CAC members to see formula to calculating credits. This can be used as reference for both regular and short-term courses. DAP office will provide this information.

4. Meeting adjourned at 2:00 pm and the next meeting is set for December 02, 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**