

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
December 02, 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	
Languages & Literature Division	Monte Vierra	X	
Chuuk Campus Faculty Rep.	Alton Higashi	X	
Additional Attendees:	Ross Perkins, Assessment Coordinator and Assistant ALO		
Agenda/Major Topics of Discussion:			
<p>I. Old Business</p> <ol style="list-style-type: none"> Follow up on guideline for program review (Karen & Ross) Follow up on sub committee: <ul style="list-style-type: none"> Student Evaluation Short Term and None Credit Courses Issues on course outline and modification request <p>II. New Business</p> <ol style="list-style-type: none"> Introduction of student representative CAC closure – Dec 18 			
Discussion of Agenda/Information Sharing:			
<ol style="list-style-type: none"> Chair opened with item on a proposal to move December 16th meeting to December 18, 2013. A motion was seconded and voted on unanimously. The scheduled time for the meeting is 10:00-12:00 p.m. Update from Ross Perkins, Assessment Coordinator and Assistant ALO on Guidelines for program review. 			

- Informed members that a key component in the Program review process is to identify how courses meet ISLO. With this he announced that documents pertaining to assessment can be retrieved from wiki.
- In response to questions on course and ISLO linkage, he mentioned that for the time being people working on assessment just mark (x), which SLO's meet ISLO's.
- He also encouraged that chairs advise faculty members in their respective programs to identify linkage.

3. Follow-up on students' evaluation of instructor subcommittee

The chair of the subcommittee, Charles Aiseam reported on the changes made to the student evaluation form and said that changes were made in response to comments collected from the CAC members. Additional changes also include specific directions for students on how to fill the evaluation. There were several comments and concerns about the form and such are as follow:

- Some redundancies in word-usage (e.g., sensitive and understanding)
- Some of the words used are too vague to measure (Teacher is "neat") or ("teacher injects humor...")
- Problems on the rating scale ("almost never" and "rarely")
- Inconsistencies in wording

A member also asked if there was an additional mechanism that evaluates a faculty. CAC chair replied that the other evaluation is what supervisors use as "classroom observation".

[Please see document on "Instructor Evaluation".](#)

4. Meeting adjourned at 2:00 pm and the next meeting is set for December 18, 2013 at 10:00 a.m.

Handouts/Documents Referenced:

1. Instructor Evaluation form.

College Web Site Link:

Prepared by:	<i>Delihna Ehmes</i>	Date Distributed:	<i>12/19/2013</i>
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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