

**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>	
March 17, 2014	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	Monty Vierra		X
Chuuk Campus Faculty Rep.	Alton Higashi		X
<b>Additional Attendees:</b>	Ross Perkins, GenEd. Assessment Coordinator & Assistant ALO		
<b>Agenda/Major Topics of Discussion:</b>			
<p><b>I. Old Business</b></p> <ol style="list-style-type: none"> <li>1. Follow up: <ul style="list-style-type: none"> <li>• Self-reflection on PAS checklist</li> </ul> </li> <li>2. Program Review- assigned of team leaders</li> <li>3. Follow up on sub committees: <ul style="list-style-type: none"> <li>• Short Term and Non Credit Courses</li> <li>• Course outline</li> </ul> </li> <li>4. Faculty Handbook</li> <li>5. Request to have Mathias Ewarmai as member <ol style="list-style-type: none"> <li>1.</li> </ol> </li> </ol> <p><b>II. New Business</b></p>			
<b>Discussion of Agenda/Information Sharing:</b>			

1. Follow-Up on PAS Check-list
  - Comments received by Ross and Gardner.
  - Comments were addressed except for one on “students”- to leave for open discussion whether or not we want general or specific-Program recommendations.
  - Something that the students –rep. can express views in or take to the students.
  - Have time till end of month to address comments –complete –end of this month of March.
    - \*The need for training on PAS. Next summary, due before graduation of Spring 2014.
    - A comment from PNI Campus –to add a labeling system to the checklist.
2. Program review –team readers  
 Reminder- March 28<sup>th</sup> due date.  
 CAC- begins review process  
 Questions on forms ( Template/ Checklist)
  - Retain teams as is. \* Voted to adopt current team readers
3. Faculty Handbook
  - Need for committee to review and endorse, the deadline for review and comments will be by this Friday (3/21/2014).
  - CAC need to find time to read , review, and comment. Comments will be sent to VPIA through the Chairperson of CAC.
  - The motion to read, review, and comment on the Faculty Handbook by Friday was unanimously adopted.
4. Request to add new member Mathias Ewarmai  
 Because of the limited remaining time in the meeting along with members not reaching quorum, the chairperson proposed that member cast their votes electronically

Meeting adjourned 2:00 p.m. Next meeting will be on April 07, 2014 same time.

**Handouts/Documents Referenced:**

Faculty Handbook  
 Program Assessment Summary Checklist  
 Assignment Checklist

**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**

- Voted to retain team readers for the upcoming Program Review.
- Voted to review and comment Faculty Handbook by Friday (3/21/2014)