

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
May 12, 2014	1:00 p.m.	President's 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
Chuuk Campus Faculty Rep.	Alton Higashi		X
FMI Campus	Mathias Ewarmai		X

Additional Attendees:

Agenda/Major Topics of Discussion:

I. Old Business

1. Announcements/Reminders
2. Election of new CAC Officers

II. New Business

Discussion of Agenda/Information Sharing:

1. Announcements/Reminders
 - Reminder that PAS for the School year 2013-2014 will be due on May 14, 2014.
2. Election of New Officers

Nominations that were made via email were put on the floor. The following were the candidates:

Chairperson:

Joe Felix Jr.
Joy Guarin
Debra Perman
Paul Dacanay

Vice Chairperson:
Joseph Felix Jr.
Joy Guarin
Paul Dacanay

Secretary
Debra Perman
Magdalena Hallers
Shirley Jano
Lynn Sypenuk

The discussions started out with electing the chair, but all the nominees declined from the seat. Felix Jr. who was not present during the meeting had expressed to the current chair at the time that he would take on the vice chairmanship. A motion to vote for Felix Jr. was made and seconded. He was elected vice chair with a unanimous vote.

The seat for secretary was put on the floor for discussion and voting. Once again, all the nominees declined. Members continued to discuss the importance of the roles and responsibilities that come with the position. The chairperson encouraged members to give it a try, still to no avail. Finally, Debra offered to put in her name. A motion was made and seconded. The vote for Debra Perman to become secretary was unanimous.

The seat for chairperson was put back on the floor for interested nominees. Again, everyone in the meeting was hesitant. The concern that most shared was the excessive load they already had as faculty members and the roles and responsibilities that they would add on if put into the position. Some felt they would not do a good job with the load while others expressed concern over not being able to meet expectations of the position due to unfamiliarity of the roles. Encouragements were made from the chair and from Kathy Hayes, who was a recent chair of the committee. The chair once again went around the room and on the line to ask for volunteers. Finally, Sue offered to put her name in. A motion was made and seconded. The vote for Susan Moses to become chairperson was unanimous.

It was again announced by the chairperson that the following members have been elected officers of CAC and would begin their roles effective Fall 2014. They are:

Chairperson: Susan Moses
Vice chair: Joe Felix Jr.
Secretary: Debra Perman

The outgoing chair also announced that early Fall semester, new officers of committees will be given training before they officially assume their roles.

3. The following updates were also made from the outgoing chair:

- The Program reviews were being reviewed by CAC and will be sent to VPIA and DAP for further review.
- All CAC members need to fill out CAC reflection summary by May 15.
- Members need to review the course outline for MS095 before it goes through the process for approval.

Meeting adjourned 2:00 p.m. Next meeting will be announced.

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:

Delihna Ehmes

Date Distributed:

8/17/14

Approval of Minutes Process & Responses:

Unanimous decision for approval via electronic mail.

Submitted by: Delihna Ehmes

Date Submitted:

8/25/14

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

- Election of CAC officers for SY 2014-2015.