

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>			
Date:		Time:		Location:	
September 08, 2014		1:00 p.m.		Board Conference Room	
Members					
Titles/Reps		Name		Present	Absent
Chairperson		Susan Moses		x	
Vice-Chairperson/ Business Division Chair		Joseph Felix Jr		X	
Social Sciences Division Chair (acting)		Faustino Yarofaisig		x	
Math & Science Division Chair		Peltin Olter Pelep		*	x- sick
Public Health Division Chair		Paul Dacanay		x	
Languages & Literature Division Chair		Resida Keller			x-child sick
Education Division Chair		Richard Womack		X	
Trade & Technology Division Chair		Gardner Edgar		x	
Chuuk Campus Faculty Rep.		Lynn Sipenuk		x	
Chuuk Campus Instructional Coordinator		Mariano Marcus		x	
Kosrae Campus Instructional Coordinator		Nena Mike			X
Secretary/Hospitality & Tourism Management Division Chair		Debra Perman		X	
Pohnpei Campus Faculty Rep		Shirley Jano		x	
FMI Campus Rep. Instructional Coordinator		Alex Raiuklur		x	
Yap Campus Instructional Coordinator (acting)		Joy Guarin		x	
Pohnpei Campus Faculty Rep.		Charles Aiseam		x	
Kosrae Campus Faculty Rep.		Sharon Oviedo			X
Yap Campus Faculty Rep.		Vacant			
Chuuk Campus Faculty Rep.		Alton Higashi		x	
FMI Campus Rep.		Mathias Ewarmai		x	

*Proxy for Math & Science- Dana Leeling

Additional Attendees:	VPIA- Karen Simion, DAP- Maria Dison , and FMI Faculty-Alvin Sinem
------------------------------	--

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order and review of agenda 2. Minutes of previous meetings <ol style="list-style-type: none"> a. August 25, 2014 (Results of electronic vote) 3. Follow up/follow through on previous items <ol style="list-style-type: none"> a. EN 205 b. Revised TORs submitted and acknowledged c. Submission of 25% of course outlines to be reviewed (status) c. D as a passing grade (with VPIA/DAP) d. Plus and minus grades (with VPIA/DAP) 4. New business <ol style="list-style-type: none"> a. Review of course outline format facilitated by VPIA/DAP 5. Adjournment

Discussion of Agenda/Information Sharing:
1. Chair called meeting to order at 1pm (Pohnpei Time).
2. Minutes of previous meeting:

a. Secretary reported receiving 12 electronic votes to approve the August 25, 2014 minutes and 1 verbal approval. Chair reminded members to submit votes on a timely manner and that all votes must be submitted electronically.

- Math and Science Chair Proxy commented that wiki pages for public minutes need to be updated and to contact Webmaster for assistance.

3. Follow up/follow through on previous items:

- a. Chair thanked Chuuk Campus for their resubmission of EN205 course outline revision and reported that it has been sent to Language and Literature Division Chair for review.
- b. Chair reported that the revised TORs were submitted to and acknowledged by VPIEQA, VPIA, DAP, and DCTE.
- c. Chair reported that most of the division chairs submitted course list of course outlines to be reviewed. Acting Social Sciences Division Chair clarified that list submitted is for both Social Sciences and Micronesian Studies programs. Chair inquired on the status of BK and SS certificate programs course lists and HTM/BU Chair reported that it should be available before the next meeting. Pohnpei, Chuuk, and Yap campuses are still working on arriving at an agreed course listing.

- VPIA announced that the official ACE Coordinator is the Kosrae Campus IC.
- A question was posed to VPIA/DAP for clarification purposes to define what is considered a program and was defined as ‘anything that uses resources’.

c. D as a passing grade (with VPIA/DAP)-still pending

d. Plus and minus grades (with VPIA/DAP)-still pending

4. New business

a. Review of course outline format facilitated by VPIA/DAP

- Chair asked that the focus mainly be on the course outline format.

- VPIA conducted overview of the course outline format and members shared their views and comments with regards to the tables under each section. Comments include the following:

- Majority of the members preferred the outline format without tables with the exception of section 2 Course hours, showing the breakdown of contact and credit hours;
- Chair requested clarification whether all division chairs are aware of which courses they own and VPIA indicated that Tractdat identifies the courses belonging to each programs;
- Under section 3 Prerequisites, VPIA reminded everyone to take careful consideration when listing a course or courses and how it affects students graduating in time. It was also shared that any changes made to this section should be clearly communicated system wide so that everyone is aware;
- On page 2 under section 1, the eight ISLOs were listed and those met are to be checked off. Definition heading was not very clear of its purpose and questions were posed with the VPIA explaining that it was based on the value rubrics adopted from AAC & U to help standardize general education. Chair prompted members to provide their thoughts and comments on this section and members shared their views to omit heading and just list the ISLOs but others felt that it would be better to define each ISLO for clarity. It was then recommended to include definition.
- VPIA expressed the importance of the footer to reflect recommended, approved, and online post dates. Signatures are excluded for privacy reasons.

- Acting Chair for Social Sciences division requested VPIA for shared ownership of courses by other programs and the response was that a course could be owned by only one program.

- It was suggested that division chairs communicate to faculty to hold off modifications to COs until form is approved.

- Chair expressed the need to also modify the rubric and to finalize CO format or continue on the next meeting ,9/22.

5. Prior to the meeting adjournment at 1:55pm, Chair announced that the next meeting DAP will continue on VPIA's behalf on the CO format. DAP agreed.

Handouts/Documents Referenced:

1. Course Outline Format in Word

College Web Site Link:

Prepared by:	<i>Debra W. Perman</i>	Date Distributed:	<i>9/18/14</i>
---------------------	------------------------	--------------------------	----------------

Approval of Minutes Process & Responses:

12 approvals; 4 abstains;

Submitted by:	<i>Debra W. Perman</i>	Date Submitted:	<i>9/22/14</i>
----------------------	------------------------	------------------------	----------------

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

- Course outline tables to be removed except for credit hours section.
- ISLO definitions to be included.
- Course outline modification to commence after course outline has been finalized.
- DAP to continue with course outline overview on next meeting, 9/22.