College of Micronesia – FSM
Committee Minutes Reporting Form

Committee or Working Group	*Curriculum and Assessment Committee*		
Date:	**Time:**	**Location:**	
September 22, 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	
Secretary/ Hospitality &Tourism Management Division Chair	Debra Perman	x	
Math & Science Division Chair	Peltin Olter Pelep	X	
Public Health Division Chair	Paul Dacanay	X (proxy)	
Languages & Literature Division Chair	Resida Keller	x	
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	
Social Sciences Division Chair	Delihna Manuel	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 Public Health Div Chair- Kathy Benjamin

Additional Attendees:	DAP- Maria Dison

Agenda/Major Topics of Discussion:

1. Call to order and review of agenda

2. Minutes of previous meetings
   a. September 8, 2014* (Results of electronic vote)

3. Follow up/follow through on previous items
   a. Modified course outline format*
   b. Continued review of course outline requirements by DAP

4. New business

   None

5. Adjournment

Discussion of Agenda/Information Sharing:

1. Chair called meeting to order at 1pm and added that since only 25% of members were present at the moment, it allows for discussions but will require a quorum for voting. A quorum was reached at about 1:15pm.
2. Minutes of previous meetings
   a. Secretary reported that the minutes of September 8, 2014 passed as a result of 12 approval votes and 4 abstains.

3. Follow up/follow through on previous items:
➢ Since a quorum had not been reached yet, Chair announced the change in order of agenda and began with 3b (Continued review of course outline requirements by DAP) instead of 3a (Modified course outline format).
➢ DAP thanked Chair for re-formatting the course outline template and commented that it looked like the older (original) version. She noted that each ISLO is now followed by a definition. PSLOs are derived from existing ones, so authors doing revisions could just copy and paste. However, with CSLOs (general and specific) she recommended that it would be an opportune time for each division to make necessary adjustments or revisions rather than simply copying off the old CO. She emphasized the importance of linking ISLOs with CSLOs since the specific ones include corresponding assessment strategies. Members were asked to comment on the linkages and these were the responses and questions:
  • Specific SLOs, general SLOs, PLOs, and ISLOs do feed into each other and DAP reiterated that specific SLOs are linked to ISLOs because they have assessment strategies attached to them;
  • A question was posed regarding alignment and how a faculty member will react to how ISLO is linked to specific SLO;
  • A comment was made to putting matrices back in;
  • A suggestion was made to leave numbers or letters for easier referencing on specific SLOs; and
  • A consensus that SLO alignment to ISLO was clarified.

➢ DAP continued and reminded everyone to make necessary changes to SLOs and making sure that course student learning outcome and assessment strategies are checked for accuracy. She further commented noticing inconsistencies on some existing course outlines.
➢ Chair added a concern expressed during a faculty meeting on the difference between an outcome and an activity and DAP's response was that outcomes are what students get out of each course; learning activities are what you provide to get the outcome. Chair also included to consider that specific SLOs are SMART based and to use Bloom's taxonomy and at some point we will all need renewed training from the Administration.
➢ Other comments shared
  o How did Division Chairs come up with course listing submitted for revision; was it based on assessment and if they really needed to be done; and
  o Recommendations were made to add 'Check all that apply' with the heading of the ISLOs; and to add 2 more columns (small ones), one for ISLO and the other for PSLO, in between specific SLO and Assessment Strategies.
➢ DAP continued with CSLOs and commented to avoid lumping assessment strategies but rather list them individually for each specific CSLO.
➢ Chair inquired on what the current requirements were for Authentic Assessment Strategies and DAP's response was to be practical but a test can be considered authentic as long as the same questions are used. Chair added that as long as it links to the real world application of the SLO. DAP shared examples such as: mock activities, role-play, tests, all that apply to the real world.
➢ Chair inquired on the status of what was agreed upon in the last CAC retreat where all courses are to have at least 50% of assessment strategies based on authentic assessment

but DAP was not able to comment but will provide information when obtained.
- ➢ Members shared their views on the requirements of assessment being based on TracDat and the consensus was TractDat should be tailored to fit our assessment strategies.
- ➢ Chair summarized the suggested changes asked for a motion to vote; a comment was made to go ahead and vote on changes with the understanding that the Administration provides clear instructions and examples on the manual for the rest of the items on the course outline.
- ➢ A motion was made and seconded with a unanimous decision reached to approve.

4. New business-
- ➢ Chair informed members that within the next couple of days a copy of the Program Prioritization Report will be distributed and asked members to pay particular attention to recommendation 2 on page 4 of the report.

- ➢ She further stated the need for everyone's reaction/input (this week) comments/questions before next meeting. She announced that VPIA will be at the next meeting to provide Administration's view on the report.

5. Adjournment
- ➢ Meeting adjourned at 1:55pm.

Handouts/Documents Referenced:			
1. Course Outline Format in Word Version 2 2. 2014 09 08 CAC Minutes			
College Web Site Link:			
Prepared by:	*Debra W. Perman*	**Date Distributed:**	*10/3/14*
Approval of Minutes Process & Responses:			
➢ Electronic votes: 14 approval and 2 abstains			
Submitted by:	*Debra W. Perman*	**Date Submitted:**	*10/6/14*
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
➢ Recommendation to revise CO by inserting 'Check all that apply' with ISLO heading, number CSLOs for easy referencing, and adding columns for ISLO and PSLO in between columns of CSLO and Assessment Strategies. ➢ Chair will distribute Program Prioritization Report to member within the week. ➢ Approval of September 08 minutes.			