

**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>	
October 6, 2014	1:00 p.m.	Board Conference Room	

<b>Members</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
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	
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
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.	<i>Vacant</i>		
Chuuk Campus Faculty Rep.	Alton Higashi	x	
FMI Campus Rep.	Mathias Ewarmai	X	
FMI Campus Rep.	Alvin Sinem		X

**Additional Attendees:** VPIA-Karen Simion

- Agenda/Major Topics of Discussion:**
1. Call to order and review of agenda
  2. Minutes of previous meeting
    - a. September 22, 2014
  3. Follow up/follow through on previous items
    - a. Status of instructions for completing course outlines (DAP)
  4. New business
    - a. COC meeting
      - 1) Faculty Performance Evaluation Tool (HRC)
    - b. Course outline review checklist
    - c. Course outline modification request form
    - d. Recommendations from the Program Prioritization Report (VPIA)
  5. Adjournment

## Discussion of Agenda/Information Sharing:

1. Call to order and review of agenda:
  - Meeting was called to order at 1:02pm with 6 members present; quorum had not been reached and Chair announced to proceed with discussions of items 4b and 4c while awaiting other members to join.
  - Chair noted the need to make a change in the date she sent out under 2a to reflect September 22 instead of September 8. On behalf of other members, she commended Secretary's work on the minutes.
2. Minutes of previous meeting-
  - a. Secretary announced the September 22, 2014 minutes passed with 14 approvals and 2 abstains.
3. Follow up/follow through on previous items
  - a. Status of instructions for completing course outlines (DAP)-Chair announced that instructions have not been received yet therefore still pending.
4. New business
  - a. COC meeting-Chair shared matters reported in COC meeting that were of CAC concern.
    - 1) Faculty Performance Evaluation Tool (HRC)-She was informed that a new faculty evaluation tool is still pending and awaiting CAC approval/recommendations and sought members to comment on whether the committee was aware of such a form. No one recalled therefore she would look into the matter.
  - Another matter she shared was that Finance committee received the Prioritization report but has put off any action awaiting CAC's recommendations.
  - b. Course outline review checklist- Chair announced that no comments were received and needed confirmation if silence meant okay. She polled the present members and all were in agreement but since quorum had not been reached, it would be sent out electronically for voting.
    - At 1:18pm a quorum was reached, voting took place, and a unanimous decision was reached to approve.
      - Comments received throughout the voting process from FMI- still new to them but acceptable; from Chuuk-checklist okay but under the Assessment Strategy, should not be only quiz.
    - Secretary requested email address confirmation from FMI IC.
    - A question was posed on how to determine whether a course can be offered as Credit by Examination-what's the criteria? No clear response was provided except a comment that the CA100 course is currently being modified accordingly. Discussion was tabled for electronic sharing.
  - c. Course outline modification request form-Chair asked everyone's input and comments received were the routing process needed clarification from initiator to the Division Chair and then to CAC Chair. The form is to be used for changes such as SLOs, PLOs but not textbook changes. Textbook changes are to be communicated directly to DAP.
    - The Education Division shared concern about courses that are system wide such as 3<sup>rd</sup> year course in Education. Who signs and which chair submits CO? Chair asked VPIA for response and she relayed that 3<sup>rd</sup> year Education is still under NC because it's coordinated by NC; campus where it originated should have IC signature so CAC Chair recommended for both Division Chair and IC on signature line; Kosrae commented that in the absence of both IC and Division Chair,

who will sign? VPIA suggested that the Campus Dean do so. Instructions of reminder when submitting modification request, to include a copy of the old or current course outline along with the proposed modified one.

- Chair asked for a motion, moved, seconded and voting took place arriving at a unanimous decision to approve.

d. Recommendations from the Program Prioritization Report (VPIA)- VPIA announced her focus would mainly be on the first two bullets under General Recommendations of the Academic Prioritization Report.

1. Consideration given to a rethinking and redesign of COA programs. The COA programs were designed quite a few years ago and student and community needs have changed. Some COA programs indicated students were not taking the COA out of interest, but rather because it might be the only program for them to take or available. Students appeared to desire a program that would lead to entrance into a degree program.

- VPIA briefly summarized the above recommendation and asked whether such is still the case with our students and if they are graduating within a year and finding jobs.

2. Consideration given to rethinking what is a terminal degree program and what is a transfer orientated degree program. As with the certificate programs an important question to ask is the design of the degree programs still meeting the needs of students and the nation? No evidence was found in the program reviews addressing the issue of relevancy of the programs and if the programs are providing a career path for students.

- VPIA reported that the above recommendation stems from issues brought forth by the Obama Administration pushing institutions of higher education and accreditation bodies to account for students and whether they are able to get jobs after graduation or if we are preparing them to transfer. She commented that we need to rethink things and further reported that her office will be conducting a survey with employers in the next month or so FSM-wide and will also meet with the individual programs.
- Chair polled members for comments or questions on VPIA's report as well as the Academic Prioritization Report and those received include:
  - No comments but anxiously awaiting VPIA's visit;
  - Will share via email to CAC Chair;
  - Would like to request for training for new staff;
  - Will await employer's survey results but there is definitely a need to redesign some degree programs;
  - What role does CAC have?
  - Some discrepancies were found in program naming and inconsistencies with the rating system;
  - Due to the College's articulation with UH Hilo, courses and credits were transferrable but not for UH Manoa therefore transferrable programs are a must.
- A question was posed on whether low performing programs will be shelved and are we able to reactivate shelved ones instead of turning away interested students. VPIA's response was that it can be restarted if there are at least 15 students enrolled and that all resources are available and that she is informed prior to considering reactivation. She added that shelved means on hold and not discontinued.
- Due to time constraints Chair asked that members submit additional comments via email, thanked VPIA, and asked her and DAP to join the next meeting to continue and respond to members

comments. VPIA agreed.

5. Adjournment

- Meeting adjourned at 1:59pm.

**Handouts/Documents Referenced:**

1. Course Modification Request Form
2. Course Outline Review Checklist

**College Web Site Link:**

**Prepared by:**

*Debra W. Perman*

**Date Distributed:**

*10/15/14*

**Approval of Minutes Process & Responses:**

- Electronic approvals: 13

**Submitted by:**

*Debra W. Perman*

**Date Submitted:**

*10/20/14*

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

- Course Modification Request Form Approved
- Course Outline Review Checklist Approved.
- Members are to submit comments on Academic Prioritization Report (APP) to Chair prior to next meeting.
- Chair will check with HR on new faculty evaluation form.
- Next meeting is scheduled for Monday, Oct. 20, 1pm in the BOR CR.
- VPIA and DAP will be joining the next meeting to continue with APP discussion