

Committee Minutes Reporting Form

Committee or Working Group *Curriculum and Assessment Committee*

Date: January 19, 2015 **Time:** 1:09pm **Location:** 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		*
Public Health Division Chair	Paul Dacanay		*
Languages & Literature Division Chair	Resida Keller		X
Education Division Chair	Richard Womack	X	
Social Sciences Division Chair	Delihna M. Ehmes	X	
Trade & Technology Division Chair	Gardner Edgar	X	
Chuuk Campus Instructional Coordinator	Mariano Marcus		X
Chuuk Campus Faculty Rep.	Lynn Sipenuk	X	
Chuuk Campus Faculty Rep.	Alton Higashi		X**
Pohnpei Campus Faculty Rep.	Charles Aiseam	X	
Pohnpei Campus Faculty Rep	Shirley Jano	X	
Kosrae Campus Instructional Coordinator	Nena Mike	X	
Kosrae Campus Faculty Rep.	Sharon Oviedo	X	
FMI Campus Rep.	Mathias Ewarmai		X
FMI Campus Rep.	Alvin Sinem		X
Yap Campus Instructional Coordinator (Acting)	Joy Guarin	X	
Yap Campus Faculty Rep.	Vacant		

**Proxies: Kathy Benjamin-Public Health Division; Snyder Biza-Math and Science Division*

***Submitted notes and comments to Chair.*

Additional Attendees: IDAP- Maria Dison (ex-officio)

Agenda/Major Topics of Discussion:

1. Call to order and review of agenda
 2. Minutes of previous meetings
 - a. December 15, 2014* (Results of electronic vote)
 3. Follow up/follow through on previous items
 - a. Policies
 - 1) Course Grading system (first reading) (DAP)-
 - 2) Board Policy 3206 Course Outlines* (second reading)-
 - b. 2015 Spring Semester meeting schedule

January 19, 2015	March 16, 2015	May 13, 2015
February 2, 2015	March 23, 2015	
February 16, 2015	April 13, 2015	
March 2, 2015	April 27, 2015	
 - c. Status of course outline revision/review process-
 - b. Student involvement (first reading)-
 - c. Credit by Examination policy-
 - d. Procedures for program modification
 - 1) Program Modification Request Form (first reading)
 - e. Program reviews and PASs (first reading)
5. Adjournment

Discussion of Agenda/Information Sharing:

College of Micronesia – FSM

1. Call to order and review of agenda-
 - Chair called the meeting to order at 1:09pm noting that quorum had not been reached and as she is reviewing the agenda, only discussions will be made awaiting the rest of the members to attend.
 - Quorum was reached at 1:24pm.
2. Minutes of previous meetings-
 - a. December 15, 2014* (Results of electronic vote)-
 - Secretary reported that the minutes passed with 13 votes to approve and 1 abstain.
3. Follow up/follow through on previous items
 - a. Policies
 - 1) Course Grading system (first reading) (DAP)-
 - Chair announced that both policies have been provided and reminded everyone that the one regarding plus/minus grades has already been passed by the Committee and that the ranges as proposed by DAP will be discussed accordingly.
 - DAP announced that she created the table or range of percentages by looking at our course syllabi and also looked at other colleges for their ranging of grades. She welcome comments and suggestions that would best suit our needs.
 - Comments/questions provided by members included:
 - We should have the alternative to choose not to have ranges at all;
 - How is it that 90-94 would be considered a minus grade?;
 - For D and D- as a passing grade, does it apply to all courses?; (response from DAP was that it should be for certain courses).
 - There is no consistency in the intervals of the scores but is fine with the ranges;
 - Is there really a need for the policy? A plus versus minus is a big deal we should not have to be tied down to follow a policy.
 - Chair announced that the Grade Point System policy was forwarded to Records & Admissions committee and were bothered because faculty did not review and therefore will be discussed in next meeting after getting student and faculty input. She encouraged members to share with division faculty and students, if possible. (Student Involvement proposal to come later in the agenda.)
 - 2) Board Policy 3206 Course Outlines* (second reading)-
 - Chair briefly summarized that no changes other than remove titles New and Revised and that last meeting minutes did not reflect a voting.
 - A motion was made to adopt and seconded.
 - Members voted to pass with 11 votes to approve and 2 abstains.

b. 2015 Spring Semester meeting schedule

January 19	March 2	April 13
February 2	March 16	April 27
February 16	March 23	May 13

- Chair announced that the schedule stands as is despite Yap Day falling on March 2. Chair will make sure that relevant handouts are sent out to the Yap members in advance for their response and/or comments to be shared in the meeting.

- Chair also announced that VPIEQA is suggesting a Lunch and Learn on Standards IIa for CAC members sometime in March and polled the members for suggestions on whether to schedule an additional meeting day or give one of the above dates.
- Majority of the members agreed to an additional day preferably a Wednesday or Friday and Chair would make sure that the office of VPIEQA provide members at the other campuses with the same lunch courtesy.

c. Status of course outline revision/review process-

- Chair thanked DAP, VPIA, and AAC & ALO for the faculty course outline workshop conducted in December.
- She noted that issues needed to be addressed with regards to authentic assessment and hopes that the same workshop is conducted for the other State Campuses.
- Chair also encouraged that it be an ongoing staff development for all when VPIA meets with division chairs.
- She expressed the need for the review process to continue and purposely did not nag over break but will go over table to look at the status and begin to get things moving, expeditiously.
- With the concurrence of the officers, Chair announced that she is removing herself from reader teams.

4. New business

a. Results of self- reflection survey-

- Chair reported receiving only 7 responses from members (not including chair and DAP).
- She briefly shared some of the responses:
 - (What worked)-most meetings started in time; officers meeting at least once a week for preparations; appreciation cooperation of the VPIA & DAP offices
 - (What needed improving)-progress in RFA course outlines (only 2) approved expressing disappointment; assessment strategies issues; TractDat issues; sometimes communication between VPIA and DAP could be better; we need more authentic assessment; (an overall theme)-what happened with program prioritization? Could have been handled better; attendance improvement to come on time and having to leave early. Outline revision haphazard for couple of people to do this function; good to have readability of textbook-consider adding as a requirement.
- Chair polled members for comments on the reflection responses- all in agreement with submitted responses and one member thanked the officers for their leadership.

b. Student involvement (first reading)-

- Chair expressed the need to come up with some way to get input from students and noted that it did not work by putting students in the standing committees. Last year, as VC for CAC, she introduced a proposal but due to the lack of time, it was not addressed.
- The proposal was to set up focus student groups per division/program and to utilize existing organizations such as student clubs, SBA, Teacher Corps, etc.
- Chair reiterated that it would be a CAC procedure and not a policy.
- Members agreed to implement and see how it goes and eventually add to the committee's TOR.

c. Credit by Examination policy-

- Chair reported that according to DAP there are no existing exams at this point.
- VC reported that the Business division is still working on one exam for CA100 specifically tailored for students who have the skills or have taken a computer application course(s).
- One member questioned the need of the policy and Chair responded that there is a need and it is just a matter of identifying courses that would meet the criteria.

(In the interest of time, items 4d and 4e were tabled for the next meeting)

d. Procedures for program modification

1) Program Modification Request Form (first reading)

e. Program reviews and PASs (first reading)

5. Adjournment

➤ The meeting adjourned at 1:57pm.

Handouts/Documents Referenced:

1. Course Grading System Policy
2. Board Policy 3206 Course Outlines
3. CAC Student Involvement
4. Credit By Examination policy
5. Agenda item: 4e Program Reviews and PASs

College Web Site Link:

Prepared by:

Debra W. Perman

Date Distributed:

01/19/15

Approval of Minutes Process & Responses:

➤ Electronic votes: 11 approvals, 1 abstain.

Submitted by:

Debra W. Perman

Date Submitted:

1/19/15

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

- Course Grading System Policy to be shared with division faculty and student focus groups.
- Board Policy 3206 Course Outlines approved.
- Each division is to implement CAC Student Involvement procedure.
- CAC Student Involvement procedure is to be added to TOR.