

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
March 02, 2015	1:05pm	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	
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		

* Emailed comments and votes to Chair.

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Call to order and review of agenda
2. Minutes of previous meetings
 - a. February 2, 2015* (Results of electronic vote)
 - b. February 16, 2015* (Results of electronic vote)
3. Follow up/follow through on previous items/Reports
 - a. Policies
 - 1) Credit by Examination policy -- Postponed; IVPSS is gathering info
 - 2) Feedback on EC action on BP No. 3101 Academic Program Requirements; BP 3102 Major Subject Area; BP 3206 Course Outlines (IDAP)
 - b. Report from Vice Chair on 2/13/15 COC meeting
 - c. Status of course outline revision/review process
 - d. Reminder: March 20, 2015, Lunch and Learn meeting with VPIEQA, VPIA, and DAP to review Standard IIA (1:00 – 2:00 p.m. Pohnpei time)
4. New business
 - a. Procedures for program modification
 - 1) Proposed change to process for submission of program modification requests*
 - b. Courses RFA*
 - 1) ESL/ BU 095 ESL for Business I*
 - c. Program reviews and PASs (first reading)

5. Adjournment

Looking ahead: courses with labs (no. of preps); inconsistency of schedules campus to campus re: faculty graduation participation; issue of faculty signing leave for classes missed AND making up the classes; issue of requiring a 2.0 during the last semester for graduation; N and NP grades for ACE

Discussion of Agenda/Information Sharing:

College of Micronesia – FSM

1. Call to order and review of agenda
 - Chair called the meeting to order at 1:05pm, even though only nine out of 19 members were present.
2. Minutes of previous meetings
 - a. February 2, 2015
 - Passed (from results of electronic votes)
 - b. February 16, 2015
 - 8 voted YES
 - 2 voted ABSTAIN
 - Chair is urging rest of members to cast in their votes electronically
3. Follow up/follow through on previous items/Reports
 - a. Policies
 - 1) Credit by Examination policy
 - This policy is postponed since VPSS is gathering information by looking at other institutions on how they handle such kind of practice and Chair is hoping that next meeting something will be in place.
 - 2) Feedback on EC action on BP No. 3101 Academic Program Requirements; BP 3102 Major Subject Area; BP 3206 Course Outlines (IDAP)
 - Chair reported that Executive Committee did not act on most of the policies recommended from CAC and saying that the policies are not in the right format.
 - BP3206 Academic program policy was passed by the Board
 - b. Report from Vice Chairman from the COC meeting February 13, 2015
 - Vice Chairman attended COC meeting on behalf of Chairman and these are the findings and the reports from the meeting
 - Minutes of last meeting was passed
 - Committee reports
 - CAC
 - Vice Chairman reported that the committee is working on course outline/review process, working on some policies such as Academic Program Requirements, course outlines, credit by exam policy, etc.
 - HRC
 - Sylvia Henry replaced Ross Perkins as a member and voted as Vice Chairman
 - Committee recognized Ross for all his services on that committee
 - Committee is working on the information sharing section on policy 003 Tuition Waver and Reduction and is not finalized yet since it is not in the proper format
 - Committee reported that section X was formatted in individual policies and breakdown as follows: employee benefits (holidays), social security, line of duty injury (worker's compensation), optional benefits, retirement plan, tuition waiver and reduction, etc.
 - SSC
 - Committee has just been formed and here are the officers

- Chairman – Mike Ioanis
- Vice Chairman – Taylor Elidok
- Secretary – Dana Leeling
- ICT
 - Committee is scheduled to meet with VPIEQA on standard III
 - ICT director informed committee that VOIP will be now used for meeting conferences since Telecom has stopped overseas calling account (post pay long distance) but is now utilizing pre-pay cards for overseas calling
 - COM-FSM started with pre pay card; however one campus used up a pre pay card that is supposedly used for a month in less than a month
- FCC
 - Met with VPIEQA on standard 3b facilities
 - Committee spent the February meeting on that 3b standard and will be reporting next meeting

c. Status of course outlines/review process

- Chair reported that a little bit of movement in regard to receiving course outlines and had been forwarded to reader teams
 - Public Health courses were received and had forwarded to readers – Mathias and Resida
 - Social Science courses were received from readers team and were forwarded to authors
 - Math & Science courses are still in the working process.
 - Lang & Lit are revising course outlines
 - PNI campus Trade & Technology courses are still in the working process
 - Business Administration courses are still in the working process
- Some concerns were raised regarding course outline/review process
 - No follow up on workshop training that was held in last December
 - Authentic assessment still not clear
 - No workshops have been done at state campuses
- Chair urged reader teams to send course modifications to her and she will forward them; this way, she can keep track of course outline whereabouts

d. Reminder: March 20, 2015 Lunch and Learn meeting with VPIEQA, VPIA, and DAP to review Standard IIA (1:00 – 2:00 p.m. Pohnpei time)

- Chair reminded members of March 20, 2015 meeting and informed members that she will be going to Marshall next week and March 16, 2015 is still on as scheduled.

4. New business

a. Procedures for program modification

- 1) Proposed change to process for submission of program modification requests*
 - Current practice in program modification request (Handbook) is request comes to CAC
 - Chair reported that new route should be Chair Division/Program coordinator worked with DAP first and then goes to CAC for recommendation
 - Program modification including mission, program learning outcomes, course learning outcomes, etc.
 - Chair asked for votes and all members voted in agreement with new practice
 - Should be noted that Liberal Arts is considering removing one of their elective courses to be replaced with a capstone courses

b. Courses RFA

- 1) ESL/ BU 095 ESL for Business I
 - Deferred to next meeting

c. Program reviews and PASs (first reading)

- Chair explained the purpose of this action is to clarify the roles of the CAC and administration in the program review and program assessment processes. It is CAC's role to review the findings and recommendations of both program reviews and program assessment in that such findings and recommendations impact the work of CAC. However, it is not the role of CAC to make sure that each division and program completes its program review and program assessments in a satisfactory and timely manner and follow up on their respective recommendations. This role is seen as the responsibility of the administration. If more training is needed, this training should be provided in a timely manner to faculty at all campuses in a timely manner.

5. Adjournment

- Chairman adjourned the meeting at 2pm and informed members that continued discussion on program review and program assessment summaries on the next meeting on March 16, 2015.

Handouts/Documents Referenced:

1. Program Modification Procedures
2. Course Grading System
3. CAC Action Item 4c Program Reviews and PASs
4. Credit By Examination

College Web Site Link:

Prepared by:	<i>Joseph Felix, Jr.</i>	Date Distributed:	<i>03/11/15</i>
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Approval of Minutes Process & Responses:

- Electronic votes: 12 yes, 2 abstains

Submitted by:	<i>Joseph Felix, Jr.</i>	Date Submitted:	<i>03/11/15</i>
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

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