

<b>Committee Minutes Reporting Form</b>			
<b>Committee or Working Group</b>		<i>Curriculum and Assessment Committee</i>	
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	
March 16, 2015	1:09pm	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		
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		
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		
* <i>Campus meeting.</i>			
<b>Additional Attendees:</b>		IDAP- Maria Dison (ex-officio)	
<b>Agenda/Major Topics of Discussion:</b>			
<ol style="list-style-type: none"> <li>1. Call to order and review of agenda</li> <li>2. Minutes of previous meeting <ol style="list-style-type: none"> <li>a. February 16, 2015* (Results of electronic vote)</li> <li>b. March 2, 2015* (Results of electronic vote)</li> </ol> </li> <li>3. Follow up/follow through on previous items/Reports <ol style="list-style-type: none"> <li>a. Policies <ol style="list-style-type: none"> <li>1) Credit by Examination policy -- Postponed; IVPSS is gathering info (status)</li> <li>2) Message re: need to improve communication on action taken on policies</li> <li>3) Message to VPIA re: need for additional training on revision of course outlines</li> <li>4) Message to VPIA/DAP re: change in program modification request procedures</li> <li>5) Message to VPIA/VPIEQA re: program reviews and PASs</li> </ol> </li> <li>b. Report from Vice Chair on 3/13/15 COC meeting</li> <li>c. Status of course outline revision/review process</li> <li>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.</li> </ol> </li> <li>4. New business <ol style="list-style-type: none"> <li>a. Courses RFA* <ol style="list-style-type: none"> <li>1) ESL/ BU 095 ESL for Business I*</li> </ol> </li> <li>b. Others????</li> </ol> </li> <li>5. Adjournment</li> </ol> <p><u>Looking ahead:</u> 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</p>			
<b>Discussion of Agenda/Information Sharing:</b>			

## College of Micronesia – FSM

1. Call to order and review of agenda
  - Meeting was called to order at 1:09pm; quorum was reached and Chair briefly reviewed agenda.
2. Minutes of previous meeting
  - a. February 16, 2015\* (Results of electronic vote)
    - Minutes passed with 10 approvals and 3 abstain.
  - b. March 2, 2015\* (Results of electronic vote) \* need VCs notes/input
    - Still pending.
3. Follow up/follow through on previous items/Reports
  - a. Policies
    - 1) Credit by Examination policy -- Postponed; IVPSS is gathering info (status)
      - Chair reported that still pending and was forwarded to members. Updated status will be shared in next meeting.
    - 2) Message re: need to improve communication on action taken on policies
      - Chair reminded that she forwarded response from VPIEQA to members.
    - 3) Message to VPIA re: need for additional training on revision of course outlines
      - Still awaiting response.
    - 4) Message to VPIA/DAP re: change in program modification request procedures
      - Chair reported that VPIA approved change as submitted by CAC.
    - 5) Message to VPIA/VPIEQA re: program reviews and PASs
      - Chair reported that responses were forwarded to members.
  - b. Report from Vice Chair on 3/13/15 COC meeting-none received.
  - c. Status of course outline revision/review process
    - Divisions are still making revisions and Chair encouraged members to submit completed ones as soon as possible.
  - 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).
    - Members were reminded to arrive on time and announced that lunches were to be provided for state campus participants.
4. New business
  - a. Courses RFA\*
    - 1) ESL/ BU 095 ESL for Business I\*
      - No action taken due to pending reader comments.
  - b. Others????
    - Revisit discussion on the issue requiring a 2.0 semester grade point for graduation focusing on capstone courses and arrived at consensus of the need to solicit comments from RAC, SSC, faculty, and students. Chair asked that programs share with faculty and student focus groups and she will discuss with RAC Chair and SSC. Gathered inputs will be shared on the next meeting.
5. Adjournment
  - Meeting adjourned at 1:57pm.
  
  - Due to time constraints, other items below were not addressed/discussed.

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

### **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:**

<b>Prepared by:</b>	<i>Debra W. Perman</i>	<b>Date Distributed:</b>	5/6/15
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**Approval of Minutes Process & Responses:**

- Electronic votes: 10 yes;

<b>Submitted by:</b>	<i>Debra W. Perman</i>	<b>Date Submitted:</b>	5/13/15
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

- ESLBU095 Course outline to be revised again by author.
- Members are to review Chair's forwarded messages and provide comments or be ready to discuss on next meeting.
- Members are to submit completed course outlines as soon as possible.
- Members are to solicit comments from program faculty and focus groups regarding policy on 2.0 grade point during last semester for graduation and bring findings to next meetings.
- Chair will solicit comments from RAC and SSC regarding the above.
- Vice Chair will finalize voting information on 3/2/15 meeting minutes.
- Secretary will post 2/16/15 approved meeting minutes on wiki.