

### 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>	
May 13, 2015	9:24am	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	
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		

\* Proxy-Kathy Benjamin; \*\*Administering Final Exams

**Additional Attendees:** Maria Dison-Ex Officio/IDAP

**Agenda/Major Topics of Discussion:**

1. Call to order and review of agenda
2. Minutes of previous meeting
  - a. March 2, 2015\* (Results of electronic vote)
  - b. March 16, 2015\* (Results of electronic vote)
  - c. April 13, 2015\* (Results of electronic vote)
  - d. April 27, 2015\* (Results of electronic vote)
3. Follow up/follow through on previous items/Reports
  - a. Status of course outline revision/review process
    - 1) Clarification of the ISLO issue
    - 2) Modified Course Outline Checklist\*
    - 3) APA/MLA style
  - b. Status of recommendations made on Program Assessments and Program Reviews – report from IDAP
  - c. Status of Actions Taken by CAC AY 2014-2015
  - d. Policies
    - 1) BP 3302 Making up Classes\*
    - 2) AP 3302 Making up Classes\*
    - 3) BP 3309 Course Syllabus\*
    - 4) AP 3309 Course Syllabus\*
    - 5) BP 3119 Credits\*
4. New business
  - a. Election of officers for AY 2015-16
  - b. CAC evaluation
5. Adjournment

Looking ahead: courses with labs (no. of preps); classes missed AND making up the classes; N and NP grades for ACE; inconsistent calendar for national and state campuses for faculty.

## **Discussion of Agenda/Information Sharing:**

1. Call to order and review of agenda- 9:24am
2. Minutes of previous meeting
  - a. March 2, 2015\* (Results of electronic vote)-
    - Vice Chair reported that the minutes passed with 12 ‘Yes’ and 2 ‘Abstain’ votes. Secretary added that it will be posted to wiki accordingly.
  - b. March 16, 2015\* (Results of electronic vote)-
    - Secretary reported that will be resending and soliciting everyone’s participation.
  - c. April 13, 2015\* (Results of electronic vote)-
    - Secretary reported that the minutes passed with 10 ‘Yes’ votes.
  - d. April 27, 2015\* (Results of electronic vote)-
    - Secretary reported that the minutes passed with 10 ‘Yes’ votes.
3. Follow up/follow through on previous items/Reports
  - a. Status of course outline revision/review process
    - 1) Clarification of the ISLO issue-
      - Chair announced that she sent out memo to members summarizing results of research on issue with clarification from VP/IA-(she briefly read notes from 12/16 workshop from Assistant ALO/Assessment Coordinator) it was to be interpreted that you would target 1 or 2 specific SLO and link to 1 or 2 ISLO. She commented that she hopes that it will be helpful and solicited comments from members.
      - Several members shared different ideas and interpretations and made suggestions to go along with targeting 1 or 2 ISLOs but to use asterisks to identify primary or secondary ISLOs linking to specific SLOs; others felt that SLOs align with more than 2 ISLOs and would use asterisks to identify priority; another suggestion was made to select all ISLOs that apply but have some way to indicate which is to be assessed along with the respective specific SLO(s).
      - Members arrived at a consensus to select ISLOs that apply to the course, map them, and identify primary one(s) with an asterisk.
      - Motion was introduced, seconded, and passed with 11 yes votes.
    - 2) Modified Course Outline Checklist\*-
      - Based on the above discussion and change, it’s no longer needed (change was in #4 and #5; original will remain as is but with an added criterion to add an asterisk).
    - 3) APA/MLA style for textbook and reference materials–
      - Chair opened up discussion with a question on whether CAC should be concerned about the format of APA/MLA for reference materials on the course outline.
      - Comments/responses:
        - With the APA/MLA, understanding was that the slash meant that the format to be used should depend on the course discipline, ex. APA-for sciences and business; MLA-for English.
        - Does it make a difference? Do we even need to be concerned?
        - Does not make a difference.
      - Chair polled members once again and all agreed that either format would be acceptable.
  - b. Status of recommendations made on Program Assessments and Program Reviews –

- Chair acknowledged the effort and assistance provided by IDAP and members responded with applause.
- IDAP reported that the CAC handbook is to be revised as well as the forms (course modification, checklist, etc.). Since it is still in draft form, she asked if the TOR is to be stated as is questioning whether the academic year and the number of members will remain the same. Chair responded that the TOR is updated annually and recommended that it be uploaded to wiki rather than included in the CAC handbook.
- IDAP provided a brief update on the discussion/debate in September/October on PPR. She accompanied IVPIA to meetings with divisions in March for divisions to submit April 30 data and action plans for PAS and PR; 30 programs have been submitted and all of the delayed activities were on her part because she has to review them. Chair commented that CAC accomplished what needed to be done on that matter and thanked DAP for taking those steps and looks forward to hearing the report.
- Clarification of AP and BP was provided- AP is Administration Procedure and BP is Board Policy.
- IDAP further reported that the AR101 & HTM110 approved revised course descriptions will be in the catalog by this month and BP3101 has yet to be submitted to EC.

c. Status of Actions Taken by CAC AY 2014-2015-

- Table emailed to members.

d. Policies-(Tabled and to be discussed next school year).

- 1) BP 3302 Making up Classes\*
- 2) AP 3302 Making up Classes\*
- 3) BP 3309 Course Syllabus\*
- 4) AP 3309 Course Syllabus\*
- 5) BP 3119 Credits\*

4. New business

a. Election of officers for AY 2015-16-

- VC asked to make a motion that CAC chair be compensated equivalent to 1 course load-(reviewed responsibilities) although general responsibilities listed; realistically it is more; no one may want to volunteer for seat; CAC chair does more than other committees.
- Chair stressed that she retains conflict of interest and will not comment.
- Other member comments:
  - In support and should be indicated in faculty course load report;
  - In agreement but then may cause more issues system-wide in regards to other standing committee chairs;
  - This issue should be addressed at DAP and VPIA levels taking into consideration the workload for the semesters to be served;
  - Disagree, should be no compensation and part of responsibility;
  - Faculty staff senate Chair does receive compensation equivalent to one course load.
- Chair ended discussion commented that although initially introduced as a motion, no action was taken and is still a matter to be discussed and should move on to the election of officers.
- A motion was made to retain the same officers and seconded.
- Chair asked for other nominations or objections.
- A question was posed on how the current officers felt about the motion and Chair responded that it was discussed in the last officers' meeting and decided that will accept for continuity.
- A unanimous decision was made to retain current officers for AY15/16.

b. CAC evaluation-

- Chair reported that only 6 responded and will share after compiled;
- Summary report included:
  - What went well with CAC-improved teleconferences, ability to participate/response, commended officers and ex-Officio; approval of RAC program modification; and student policy; quorum at every meeting.
  - What did not go well with CAC-some members were not as committed as others especially with the course outlines; suggested to redo team assignments; one member admitted lacking certain knowledge to be better prepared; still problem with teleconference; need annual meeting (retreat); need better way to address concerns and revisions, set deadlines; still learning how to assess SLO, formative, summative, matrices, system wide-need culture of evidence, secretary to meet TOR within 3 working days; meet and undergo training and have on going training.
- Chair thanked everyone and asked for continued cooperation in the coming school year.
- Members commended Chair for exceptional leadership with applause.

5. Adjournment-

- Meeting was adjourned at 11:45am.

**Handouts/Documents Referenced:**

1. Course Outline Checklist (Revised)
2. APA/MLA Text Formats
3. Status of Actions Taken by CAC 2014-2015

**College Web Site Link:**

<b>Prepared by:</b>	<i>Debra W. Perman</i>	<b>Date Distributed:</b>	6/4/15
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**Approval of Minutes Process & Responses:**

- Electronic votes: 10 yes, 3 abstain.

<b>Submitted by:</b>	<i>Debra W. Perman</i>	<b>Date Submitted:</b>	6/4/15
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

- Minutes for March 2, April 13, and April 27 passed.
- March 16 minutes still pending and members are to send in votes.
- Motion passed in regards to course outlines to select ISLOs that apply to the course, map them, and identify primary one(s) with an asterisk.
- Discussions on policies under 3d tabled for next school year.
- Motion passed to retain current committee officers for school year 2015/2016.