

Committee Minutes Reporting Form

Committee or Working Group *Curriculum and Assessment Committee*

Date: August 24, 2015 **Time:** 1:00pm **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	X	
Public Health Division Chair	Paul Dacanay	X	
Languages & Literature Division Chair	Resida Keller	X	
Education Division Chair	Sylvia Henry	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 (SICK)
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		
Pohnpei Campus Instructional Coordinator	Maria Dison	X	

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Call to order and review of agenda
2. Minutes of previous meeting
 - a. May 13 meeting minutes (Results of electronic vote)
3. Follow up/follow through on previous items/Reports
 - a. Status of course outline revision/review process
 - 1) Modified Course Outline Checklist*
 - b. Status of recommendations made on Program Assessments and Program Reviews – report from IDAP
 - c. Status of Actions Taken by CAC AY 2014-201
4. New business
 - a. Meeting schedule*

<u>Fall</u>	<u>Spring</u>
August 24, 2015	January 18, 2016
September 7, 2015	February 1, 2016
September 21, 2015	February 15, 2016
October 5, 2015	February 29, 2016
October 19, 2015	March 14, 2016
November 2, 2015	March 28, 2016
November 16, 2015	April 11, 2016
November 30, 2015	April 25, 2016
December 15, 2015	May 10, 2016
 - b. Revised TOR for AY 2015-2016*
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; Policies (BP 3302 Making up Classes*), (AP 3302 Making up Classes*), (BP 3309 Course Syllabus*), (AP 3309 Course Syllabus*), (BP 3119 Credits*)

Discussion of Agenda/Information Sharing:

1. Call to order and review of agenda
 - Chair called meeting to order and went over agenda items.
2. Minutes of previous meeting
 - a. May 13 meeting minutes (Results of electronic vote)*
 - Chair reported that the minutes passed with 13 yes and 4 abstain votes.
3. Follow up/follow through on previous items/Reports
 - a. Status of course outline revision/review process
 - 1) Modified Course Outline Checklist*-
 - Chair did a review of each line item referencing #5 to May 13 minutes to gather members' thoughts to make sure that there was a clear understanding. She further mentioned that when she reported the Committee's decision to VPIA, a concern was raised about putting more than one asterisk (*) and how it will impact the assessment process.
 - Chair opened for discussion, comments and responses included:
 - Would it matter whether a course is an entry or capstone level? (applicable to all levels);
 - Clear but to provide sample for others to distinguish links of ISLO and CSLO; (judgment call on faculty);
 - Should a need to assess different ISLO(s) arrive for a particular course, will it be handled at the administrative level for every change? (no, therefore all applicable ISLOs should be checked and those to be assessed should be indicated.);
 - Sample is highly recommended;
 - Do we use name or number of ISLO? (since name is already on the top, use number only).
 - For item #10, Chair announced that there was no need to specify level of Bloom' Taxonomy.
 - For item #11 on authentic assessment, Chair expressed that it does not have to be an actual event and can be simulation, role-play, or the like as long as it is linked to the real world. She posed a question on whether "Authentic Assessment" should be indicated with respect to the strategy or strategies. Responses included:
 - Should be indicated as authentic;
 - Readers should be able to identify what is authentic and should not have to indicate;
 - A same strategy may be authentic or not, therefore limiting creativity and should be the choice of the faculty so should not be indicated;
 - Suggested to have a separate section for authentic assessment or insert a narrative section on the CO for consistency; also works for budget justification;
 - Rather than additional section just indicate on CO as a footnote.
 - Consensus to leave it as is and see how it works.
 - For item #16 on formative and summative, Chair reminded everyone that all strategies in CO are formative and suggest to utilize section under "Evaluation" to include a narrative of summative assessment, overall requirements for the course to help determine the grades.
 - Motion was introduced to adopt the checklist and seconded with no further discussion.
 - Motion passed unanimously.

- Chair asked members to review revised TOR and meeting schedule and to email her if any comments. She also mentioned that should she receive no comments then push for adoption.
- Next meeting will start with the review of TOR and status review on course outlines and reader assignment.
- IDAP requested in regards to policies for writing teams to please expedite review before next board meeting and Chair expressed assurance to be relayed to VPIA that it will be done accordingly.

Meeting adjourned at 1:07pm.

Handouts/Documents Referenced:

1. Course outline checklist August 24 revision
2. CAC TORs August 24
3. CAC Action Item: TOR Membership Fall 2015

College Web Site Link:

Prepared by:	<i>Debra W. Perman</i>	Date Distributed:	
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Approval of Minutes Process & Responses:

- Electronic votes: 12 yes;

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

- Modified Course Outline Checklist approved.
- Members to review TOR before next meeting and proposed action item.