

Committee Minutes Reporting Form			
Committee or Working Group	Curriculum and Assessment Committee		
Date:	Time:	Location:	
October 5, 2015	1:00pm	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	Vacant	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	
Yap Campus Instructional Coordinator (Acting)	Joy Guarin	X	
Yap Campus Faculty Rep.	Vacant		
Pohnpei Campus Instructional Coordinator	Maria Dison	X	

*Kind Kanto (Acting IC); **Family member sick.

Additional Attendees:	None
Agenda/Major Topics of Discussion:	
1. Call to order and review of agenda	
2. Minutes of previous meeting	
a. September 21, 2015 meeting minutes* (electronic vote); 11 yes and one possible abstain.	
3. Follow up/follow through on previous items/reports (Old business)	
a. AP 3309 Course Syllabus* (with input from faculty and students)	
b. BP 3302 Making up Classes*	
c. AP 3302 Making up Classes* classes (with input from faculty)	
d. Status of course outline revision/review process	
4. New business	
a. Course outlines RFA	
1) IS 220*	
2) IS 240*	
b. Policies	
1) BP 3119 Credits*	
5. Adjournment	
Looking ahead:	courses with labs (no. of preps); 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
- Chair briefly reviewed the agenda and asked for recommendations for changes; majority responded for no changes.

2. Minutes of previous meeting
 - a. September 21, 2015 meeting minutes* (electronic vote)
 - Secretary reported that the minutes passed with 13 yes votes.
3. Follow up/follow through on previous items/reports (Old business)
 - a. AP 3309 Course Syllabus* (with input from faculty and students)
 - Input from members-
 - Kosrae campus representative emailed out to faculty and all were in agreement; shared with the SBA and were okay with it but for guideline #8, they want it to be more specific on topics.
 - Yap campus suggested to include word “required” in reference to textbook required for the course and then under rubrics or checklist to come up with a common one for all courses, system wide (ex. course by course, system-wide); shared with 4 SBA officers and 16 other students and they were all okay with the policy.
 - FMI did not receive documents so had no comments.
 - Social Sciences Division reported no comments from faculty and from students in the SS280 class, they all agreed with the policy.
 - Business Division requested to add plagiarism policy under academic honesty; inquired on what is the difference between class behavior or civility and course rules vs. class rules.
 - ACE program faculty members along with 14 students surveyed were all in agreement.
 - Trade & Technology Division faculty were all in agreement; requested the need to see a sample; commented to make sure that student information be required rather than optional; 10 students surveyed and all in agreement.
 - Math and Sciences Division in agreement with the format but question the case where two faculty members teaching the same course, do they have to be the same or different? Surveyed 16 Chemistry students and all agreed to the policy.
 - Public Health Division reported faculty inquiry whether dates are to be inserted and students surveyed had no problem and comments to the policy.
 - Education Division shared same concerns with dates; commented that a proposed schedule of topics along with dates would become problematic when changes need to be made because it will depend on the students’ progress; bullet #10-they agree to have grading criteria but to have all will be too much because things might change. Met with Teacher Corp and they were in agreement with the exception of bullet #10 stressing the rubrics on the 1st day would be too overwhelming.
 - Hospitality and Tourism Management Division faculty are okay with the policy; 22 students surveyed and would prefer a detailed schedule of activities for the course.
 - Chuuk Campus shared with two classes and they really like the SLOs and wanted to know how they are going to be assessed.
 - Chair requested if IDAP would review the above comments and make changes to the policy as applicable or appropriate and for Secretary to provide notes after the meeting. She added for members to comment and all in agreement.
 - IDAP agreed and commented that she should get it ready by the next meeting.
- b. BP 3302 Making up Classes* (Including issue of signing sick leave and making up)-
- Comments from members:
 - Business division raised concerns based on past experience of having to make up classes on weekends did not favor on the both students and instructor’s part; questions raised concerning who will be responsible for monitoring or keeping track of making up classes; we seem to be focusing efforts to meet contact hours as opposed to covering the CSLOs; should activities outside of the tradition classroom setting covering PSLOs count as fulfilling the course requirement; (Refer to Addendum 1 for complete listing of comments submitted).
 - Language and Literature division concerned about arrangement for substitute and suggested that it should be the responsibility of the division chair to find and make arrangements; research on other institution was made and other community colleges maintain a pool of substitute instructors and would recommend that it be included in AP3302.

- Social Sciences division concerns raised include how to address conflict of scheduling for both instructor and students; will be a positive or negative with too many class meetings as make up for missed classes; making up and applying for sick leave is not fair; (refer to Addendum 2 for complete listing of comments/concerns submitted).
- Chair raised a question on why assignments and instructions should not to be sent via email and asked IDAP to explain after all comments have been shared.
- Continuation of comments:
 - ACE program faculty commented that coordinator should be responsible for substitute or making up of classes arrangements; question raised-what is the difference between assigning students to write in class vs. sending them home to do the work; students feel that it's okay because the program is structured such that Friday is a scheduled non-instructional day and is used as a make-up day.
 - Trade and Technology faculty members commented that it is impossible because schedule is already published and disrupts students' schedules since some of the program students are working individuals; suggestions made were the chair should have no teaching load and should be on stand by; VPIA should have an allocated budget to compensate substitute.
 - Math and Sciences division commented that make up days are impractical because it will end up including Saturdays; why not have 1 or 2 extra days before or at the end of the semester; are we SLO focused or contact hours based; compensation should be arranged by the arrangement if activity is College related.
 - Public Health division reported that considering the number of individuals in the program, the nursing instructor is able to help out but as not as easy for public health; why should we apply for leave and make up as well?
 - Education division wanted to clarify in the policy to make up and apply leave and should be written in the AP as well.
 - Hospitality and Tourism Management division shared the same concern where substitutes should be chair or administration's responsibility since instructors do not know who is qualified to teach.
 - Kosrae campus reported that faculty are okay with the policy because of the need to live up to integrity and professionalism; students benefit most and we need to do our best to meet expectations; an added concern was in regards to substitutes and why the approval is given to individuals and not a sub-committee of CAC; (Chair mentioned that the subcommittee was dissolved and IDAP added that for the sake of time, some processes were no longer given to subcommittees; adhoc committees are established on as needed basis.); additional campus concerns include whether a substitute is an adjunct, can they cover someone on leave; how do we know their qualifications. (Chair added that it would be addressed in AP3302).
 - Chuuk campus reported that they have no problem with the policy. (Chair asked if they have been signing leave and also making up classes?) The issue was not brought up but added that they do apply for sick leave and pre-approved authorized extended leaves.
 - Yap campus raised questions such as absences for what; what about typhoons or natural calamities-these are not reflected; sick leave and making up classes-can we get compensation (cash conversion); faculty agree to meet contact hours and who approves compensation to be given to instructor; line still hanging on policy.
- Chair requested that notes on comments be shared with IDAP for appropriate revisions and preparation for next meeting.
- IDAP commented that the AP comments will need to be included so Chair announced that it be delayed until comments for the procedures are shared by the members.
- Chair provided a quick and brief update that 25 course outlines are in process; will prioritize Item 4a in next meeting and expressed that the committee is making terrific progress on the course outline review process.
- Meeting adjourned at 2:09pm.

Handouts/Documents Referenced:	
1. BP 3309 Course Syllabus	
2. AP 3309 Course Syllabus	
3. BP 3302 Making up Classes	
4. AP 3302 Making up Classes	
5. Addendum 1: Business Division Comments to BP3302	
6. Addendum 2: Social Sciences Division Comments to BP 3302	
College Web Site Link:	
Prepared by: <i>Debra W. Perman</i>	Date Distributed: <i>10/3/15</i>
Approval of Minutes Process & Responses:	
➤ Electronic votes: Yes-10	
Submitted by: <i>Debra W. Perman</i>	Date Submitted: <i>10/5/15</i>
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:	
➤ Notes to be shared with IDAP to update policies for next meeting.	