

<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>	
February 29, 2016	1:00pm	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	Sylvia Henry	X	
Social Sciences Division Chair	Delihna M. Ehmes		X
Trade & Technology Division Chair	Gardner Edgar	X	
Chuuk Campus Instructional Coordinator (Acting)	Erencia Saipwerik	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	Denise Oen		X*
Yap Campus Faculty Rep.	Joy Guarin		X*
Pohnpei Campus Instructional Coordinator & Ex-officio	Maria Dison	X	
*Yap Day-Holiday			
<b>Additional Attendees:</b>			
<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 meetings <ol style="list-style-type: none"> <li>a. February 15, 2016* (electronic vote)</li> </ol> </li> <li>3. Follow up/follow through on previous items/reports (Old business) <ol style="list-style-type: none"> <li>a. Status of course outline revision/review process (report from Chair)</li> <li>b. Course outlines RFA <ol style="list-style-type: none"> <li>1) VEE 100*</li> <li>2) VAE 103*</li> <li>3) VCF 195*</li> <li>4) MS 099*</li> <li>5) VEE 224*</li> <li>6) VEE 235*</li> </ol> </li> </ol> </li> <li>4. New business <ol style="list-style-type: none"> <li>a. Policies/procedures <ol style="list-style-type: none"> <li>1) Administrative Procedure No. AP 3302 Making up Classes*</li> <li>2) Proposal to change time frame of Academic Program Review Cycle*</li> <li>3) Number of preps for courses with labs (response from IDAP)</li> </ol> </li> </ol> </li> </ol> <p>CAC requested IDAP to draft a policy for the purpose of defining courses with lab with reference to the former president's memo. However, these courses are already defined under the existing policy on faculty workload (Policy 002) section 6.0 (see attached document). This section is missing from the on- line BP &amp; AP and will be added pending CAC's recommendations.</p>			
5. Adjournment			
<b>Discussion of Agenda/Information Sharing:</b>			

1. Call to order and review of agenda
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2. Minutes of previous meetings
  - a. February 15, 2016\* (electronic vote)
    - Secretary reported that draft should be sent out this afternoon for members to provide comments/input on the discussion of SS150 and voting to take place accordingly.
3. Follow up/follow through on previous items/reports (Old business)
  - a. Status of course outline revision/review process (report from Chair)
    - Chair reported that the HTM 250 course outline was approved and forwarded for uploading.
    - A question was raised on whether the website will be including the cover page. IDAP responded that VPIA's office is working to find ways to do so without out the signatures and welcomed suggestions/ideas. A suggestion was made to include a footnote on the approved date.
  - b. Course outlines RFA
 

1) VEE 100*	4) MS 099*
2) VAE 103*	5) VEE 224*
3) VCF 195*	6) VEE 235*

    - Members' comments/questions include:
      - VEE100- issue on 1.5 contact hours if adequate to conduct class; grammatical errors found in the introductions; no rubric for CSLO1; PSLO1 and CSLO4 linkages; who pays for tool kits under required materials because instructional cost is showing none. (IDAP explained that instructional cost should only include unusual or special materials for the class and in this case, it's the students who pay for their own toolkits through the Bookstore).
      - Suggested changes include spell out other PSLOs of other programs that the course meets, align all CSLOs, proper verb usage, and elaborate on test/quiz/exam under assessment strategies.
      - All agreed to approve with the suggested changes. Author will make changes and forward to both IDAP and Chair.

Meeting adjourned at 1:57pm.

College Web Site Link:

Prepared by:	<b><i>Debra Perman</i></b>	Date Distributed:	<i>4/6/16</i>
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Approval of Minutes Process & Responses:

➤ Electronic votes: 12 yes; 5 abstains

Submitted by:	<b><i>Debra W. Perman</i></b>	Date Submitted:	<i>4/15/16</i>
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- Minutes for 2/15/16 will be distributed for comments on discussion on SS150 and voted on.
- HTM250 approved and to be uploaded on College website.
- VEE100 approved by CAC pending suggested changes and final review of IDAP and Chair.