

Committee Minutes Reporting Form			
Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
April 25, 2016	1:05pm	Board Conference Room	
Members			
Titles/Reps	Name	Present	Absent
Chairperson	Susan Moses	X	
Vice-Chairperson/ Business Division Chair	Joseph Felix Jr		X-SICK
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	
*Poor VOIP connection.			
Additional Attendees:			
Agenda/Major Topics of Discussion:			
<b>AGENDA</b> 1. Call to order and review of agenda a. April 11, 2016* (electronic vote) 3. Follow up/follow through on previous items/reports (Old business) a. Status of course outline revision/review process (report from Chair) b. Course outlines RFA 1) VEE 235*    5) FL 160* 2) MS 099*    5) SC 120* 3) SS 150*    6) SC 160* 4) FL 120* c. Policies/procedures 1) Administrative Procedure No. AP 3302 Making up Classes* (Report from <i>ex officio</i> on concerns expressed by EC) 2) Number of preps for courses with labs ( <i>Ex officio</i> to provide background summary of issue and an updated list of current courses included under this policy) 4. New business a. Policies/procedures 1) Proposal to change time frame of Academic Program Review Cycle* 5. Adjournment			
Discussion of Agenda/Information Sharing:			

1. Call to order and review of agenda
  - Meeting was called to order and Chair went over the agenda.
  - Changes to the agenda included:
    - Under course outlines RFA, removed MS099 and SC160; added 6) MR240. MS099 is to be added to the 5/11 meeting agenda;
    - Status of VEE235 still pending;
    - First course for review under RFA will be SS150;
    - Suggested addition to agenda was a reminder of the online survey.
  - All changes to the agenda were adopted.
2. Minutes of previous meetings
  - a. April 11, 2016\* (electronic vote)
    - Secretary reported that the minutes still need minor modifications and will be sent out in the afternoon for comments and votes.
3. Follow up/follow through on previous items/reports (Old business)
  - a. Status of course outline revision/review process (report from Chair)
  - b. Course outlines RFA
    - 1) VEE 235\*    5) SC 120\*
    - 2) SS 150\*    6) MR240\*
    - 3) FL 120\*
    - 4) FL 160\*
    - SS150-reader team member reported that they worked with the Social Sciences Division Chair and the author to review recommendations made by CAC and worked on CSLO#5 and reworded assessment strategies accordingly.
    - SS Chair added that it was brought to her attention that the PSLOs version submitted did not reflect civic responsibility.
    - Members' comments:
      - In PSLO 4.4, 'participate' does not reflect PSLO;
      - In PSLO 4.2, the 'civic' part is not addressed and is more on the culture in CSLO 2 (listed 3 times); and how do you define civic?
      - In regards to PSLO 4.2, not every aspect of the general education has to be done;
      - There is a need to diversify textbook for the course-still an ongoing issue but instructors teaching the course are using other references.
    - Suggestions: on CSLO 5, assessment strategy to be reworded to clarify PSLO 4.4 and 4.2 to be included in 5.1.
    - Chair made recommendation for SS Chair to make modifications and resubmit for CAC voting.
    - FL120-there needs to be a distinction between formative and summative assessments; the updated version of PSLO 4.2 for the general education should be used; recommended to return to author and readers for reworking.
    - Chair urged members to review the table with updates on course outlines for errors; she reminded everyone to complete the online survey monkey sent out by IRPO.
    - Last meeting for the school year will be held on 5/11 from 10am to noon, Pohnpei time; IDAP will ensure that VPIA provide lunches for all members.
    - Next school year's officers' election will be handled by IDAP about half an hour towards the end of the next meeting.
    - Chair announced that she is stepping down and encouraged others, especially the State campus members to step up and take on the post.
    - A comment was made that off-island officers would not be as effective as having the officers on Pohnpei.

Meeting was adjourned at 2:04pm

Prepared by:	<i>Debra W. Perman</i>	Date Distributed:	<i>5/6/16</i>
Approval of Minutes Process & Responses:			
➤ Electronic votes: 11 yes			
Submitted by:	<b><i>Debra W. Perman</i></b>	Date Submitted:	<i>5/11/16</i>
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
<ul style="list-style-type: none"> <li>➤ Members were encouraged to complete online survey.</li> <li>➤ VEE235 is still pending; SS150 is to be finalized by the division and sent back to CAC Chair for voting; FL120 returned to author and readers for recommended changes.</li> <li>➤ Members were encouraged to review course outline table for discrepancies and to inform Chair accordingly.</li> <li>➤ Minutes for the 4/11 meeting will be sent out for members' to vote on.</li> <li>➤ Next meeting is scheduled for 5/11, 10am to noon (PNI time).</li> </ul>			