

Committee Minutes Reporting Form

Committee or Working Group *Curriculum and Assessment Committee*

Date: September 5, 2016 **Time:** 1:00pm **Location:** Board Conference Room

Members			
Titles/Reps	Name	Present	Absent
Chairperson/ Pohnpei Campus Faculty Rep	Charles Aiseam	X	
Vice-Chairperson/ Trade & Technology Division Chair	Gardner Edgar	X	
Secretary/ Education Division Chair	Sylvia Henry	X	
Math & Science Division Chair	Snyther Biza	X	
Public Health Division Chair	Paul Dacanay	X	
Languages & Literature Division Chair	Resida Keller	X	
Social Sciences Division Chair	Delihna M. Ehmes	X	
Business Division	Joseph Felix Jr.	X	
Chuuk Campus Instructional Coordinator	Mixon Jonas	C	
Chuuk Campus Faculty Rep.	Lynn Sipenuk	X	
Chuuk Campus Faculty Rep.	Alton Higashi	X	
National Campus Faculty Rep.	Susan Moses	X	
Pohnpei Campus Faculty Rep	Shirley Jano	X	
Kosrae Campus Instructional Coordinator	Vacant	X	
Kosrae Campus Faculty Rep.	Sharon Oviedo	X	
FMI Campus Rep.	Mathias Ewarmai		X*
Yap Campus Instructional Coordinator (Acting)	Joy Guarin	X	
Secretary/ Hospitality & Tourism Management Division Chair	Debra Perma		X**
Pohnpei Campus Instructional Coordinator	Vacant	X	
Ex-Officio	Maria Dison	X	

* sick, **child is sick

Additional Attendees: Michael Williams – Staff Rep. and LRC

Agenda/Major Topics of Discussion:

1. Call to order and review/adoption of agenda
2. Follow up/follow through on previous items/reports (Old business)
 - a. Committee name change update (report from Chair)
 - b. Adoption of meeting dates for Fall 2016
 - c. Assignment of readers team for new members (see attached documents)
3. New business
 - a. Review of TOR
 - b. CO record status (see attached documents)
 - c. CC role in Program Review
4. Adjournment

Discussion of Agenda/Information Sharing:

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1. Call to order and review/adoption of agenda
 - Meeting was called to order at 1:00
 - Chair reviewed the agenda and no modifications: all approved
 - Introduction of members
 - Review of minutes – moved to adopt minutes with modification

2. Follow up/follow through on previous items/reports (Old business)
 - A. Committee Name change
 - I. CC August 22, 2016 Minutes reflects CC’s decision supporting name change from CAC to CC. CC Chair will forward approved minutes to VPIA and VPIEQA
 - B. Meeting dates were adopted
 - I. Meeting dates approved.
 - C. Assignment of readers
 - I. Reader teams modified and assigned as follows
 1. Resida and Mathias
 2. Debra and Joy
 3. Felix Jr. and Snyder Biza
 4. Mixon and Shirley
 5. Dr. Paul and Micheal
 6. Sylvia and Sharon
 7. Garnder and Alton
 8. Lynn and Charles
 9. Delihna and Sue
 - II. Reader teams shouldn’t be assigned to review course outlines for classes they teach
 1. SC111 needs to assigned to a different reader team
 - III. RAC and EET courses are missing from list of courses to review
 1. Courses not included in the list will be distributed to reader teams.
 - IV. Course Outline Record
 1. In order to expedite the process course outline reviews, CC officers will verify and update the **course outline record** as of 4/19/2016 and redistribute to all members of CC to proceed.
 2. Officers will consult division chair to find the status of course outlines and email all members on course outline record.
 3. It’s been suggested to set definite staggered deadlines for courses outline review process.

3. New Business
 - A. Revised TOR
 - I. All CC members review TOR and email input to CC chair by Friday 9/9
 - B. CO record status
 - C. CC role in Program Review
 - I. review recommendation on programs review pertinent to instruction

Course Outline Record 4/19/2016
 Reader Assignments
 CC August 22 2016 Minutes

Meeting Dates

College Web Site Link:

Prepared by:	<i>Sylvia Henry</i>	Date Distributed:	<i>8/31/16</i>
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Approval of Minutes Process & Responses:

➤ Electronic votes:

Submitted by:	<i>Sylvia Henry</i>	Date Submitted:	<i>8/31/16</i>
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities: