

**Committee Minutes Reporting Form**

<b>Committee or Working Group</b>		<i>Curriculum Committee</i>	
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	
September 19, 2016	1:00pm	Board Conference Room	
<b>Members</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
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		X
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	
Yap Campus Faculty Rep	Vacant		X
Hospitality & Tourism Management Division Chair	Debra Perman	X	
Pohnpei Campus Instructional Coordinator	Vacant		
Ex-Officio	Maria Dison		X

*\*family issues*

**Additional Attendees:**

**Agenda/Major Topics of Discussion:**

1. Call to order and review/adoption of agenda and minutes
2. Follow up/follow through on previous items/reports (Old business)
  - a. LRC Representative in CC
  - b. TOR update
  - c. CO record Update
3. New business
  - a. BP 3202 Instructional Program Review
  - b. 2015-2016 PAS\_IAP\_Recommendations
4. Adjournment

**Discussion of Agenda/Information Sharing:**

1. Call to order and review/adoption of agenda and minutes

- a. Meeting called to order by Vice Chair Gardner at 1:05 p.m.
  - b. Reviewed agenda. A question was raised regarding why BP3202 is on the agenda.
  - c. Adopt agenda as is and have Chair clarify why BP3202 is on the agenda
  - d. Minutes of September 5, 2016, is approved with modifications by 11 members
2. Follow up/follow through on previous items/reports (Old business)
- a. LRC Representative in CC
    - i. Background information was provided to clarify the need to have LRC representative in CC. It was recommended under the LRC section in Self-Study for LRC to have a representative on the curriculum committee to establish relationship between the faculty and LRC in order to provide support in terms of resources, books and/or references.
    - ii. Putting a member from LRC in CC may not be relevant. A mechanism can be put in place to address the need for LRC to provide services and/or reference.
    - iii. In the course outline template, under references, if any references are listed, faculty must work with LRC to ensure such references are available.
    - iv. It was recommended to have someone from LRC attend the next meeting to present view of being a member of CC.
    - v. Further discussions and details pertaining to LRC Representative in CC are tabled for future meeting.
  - b. TOR update
    - i. Membership has a limit of 20 members. However there should be 4 Instructional Coordinators but current TOR reflects only 3.
    - ii. The very top part of the CC TOR needs to be modified because Council of Chairs Committee was dissolved in fall2015.
    - iii. It was recommended that all members review TOR and provide feedback to officers.
    - iv. 25% members constitutes a quorum for discussion purposes but majority of members required for voting. It was recommended that members review this section for future discussion of TOR
    - v. A question was raised as to inclusion of readability of textbooks in course outline or TOR. It was suggested for someone to clarify why at some point in the past this issue discussed? What happened? Where is it?
    - vi. Does CC have student representatives? CC currently employs established student focus groups for issues that requires students' input.
    - vii. A policy is already in place stating CC's role in program review.
  - c. CO record Update
    - i. Corrections should reflect SS 150 and VEE235 were approved and sent to VPJA on 5/12/16.
    - ii. EN 201 was assigned to Gardner/Alton
    - iii. Reading teams are still the same except for new CC members.
    - iv. Chair needs to clarify information on CO record update
3. New business (Not discussed due to lack of time)
- a. BP 3202 Instructional Program Review
  - b. 2015-2016 PAS\_IAP\_Recommendations
4. Adjournment
- a. Meeting adjourned at 2:00

<b>Handouts/Documents Referenced:</b>			
Minutes Agenda TOR BP3202			
<b>College Web Site Link:</b>			
<b>Prepared by:</b>	<i>Sylvia Henry</i>	<b>Date Distributed:</b>	<i>9/30/16</i>
<b>Approval of Minutes Process &amp; Responses:</b> CC September 19, 2016			
➤ Electronic votes:			
<b>Submitted by:</b>	<i>Sylvia Henry</i>	<b>Date Submitted:</b>	
<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>			
<ul style="list-style-type: none"> <li>• Minutes of September 5, 2016 approved with modifications</li> <li>• LRC representative in CC- tabled for next meeting</li> <li>• Chair needs to clarify CO record</li> <li>•</li> </ul>			
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