

Committee Minutes Reporting Form

Committee or Working Group				<i>Curriculum Committee</i>			
Date:		Time:		Location:			
January 16, 2017		1:00pm		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 Chair				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			
Kosrae Campus Faculty Rep.				Vacant			
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			
Hospitality & Tourism Management Division Chair				Debra Perman			X
Pohnpei Campus Instructional Coordinator				Vacant			X
Ex-Officio				Maria Dison			X
Additional Attendees:							
Agenda/Major Topics of Discussion:							
<ol style="list-style-type: none"> 1. Call to order and review/adoption of agenda and minutes 2. Follow up/follow through on previous items/reports (Old business) <ol style="list-style-type: none"> a. Status of BP/AP 3302 b. Gaining approval of AFT Certificate Program at Chuuk Campus c. Course Fee proposal (DAP) 3. New business <ol style="list-style-type: none"> a. CO review process (ideas for improvement) b. Ideas for improvement (open discussion) 4. Adjournment 							
Discussion of Agenda/Information Sharing:							
<ol style="list-style-type: none"> 1. Call to order and review/adoption of agenda and minutes 							

- a. Meeting was called to order.
- b. CC November 28, 2016 Minutes was just sent today and therefore secretary asked members to review and provide feedback to secretary as soon as possible.
- 2. Follow up/follow through on previous items/reports (Old business)
 - a. Status of BP/AP 3302
 - i. CC sent this to Faculty Staff Senate (FSS) for comments. FSS needs CC to send a memo to indicate what the issue was and what FSS needs to do in order to resolve the issue.
 - b. Gaining approval of AFT Certificate Program at Chuuk Campus
 - i. There is a need to have someone present this report, therefore this item is tabled till next meeting for someone to present the information.
 - c. Course Fee proposal (DAP)
 - i. Many members supported the proposal. There were some concerns regarding more fees for students, and there were other questions on the software/application and so Language and Literature Chairperson will work with DAP to address issues and concerns from members on the proposal for the next meeting.
- 3. New business
 - a. CO review process (ideas for improvement)
 - i. Some teams don't have course outlines to read while others may have yet to review assigned outlines. Chair of CC has been getting emails from faculty who are inquiring about the status of course outlines and so it was suggested for the chair of CC to find out where the outlines are and encourage some movement from the reader teams or divisions. In order to expedite movement of course outlines, it was suggested that time is spent during CC's bi-weekly meetings to review at least 1 course outline. Chairperson will provide follow up on status of course outlines and provide an update at next CC meeting.
- 4. Adjournment

Handouts/Documents Referenced:

Draft Agenda January 16, 2017
 Final Revision AFT Report
 Course Fee Proposal

College Web Site Link:

Prepared by:	<i>Sylvia Henry</i>	Date Distributed:	<i>1/26/17</i>
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Approval of Minutes Process & Responses:

- **BP 3302 and AP3302 with clarifications are to be moved by DAP to EC.**

- **Invite VPIA to give a presentation on AFT Program**

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➤ Electronic votes:

Submitted by:

Sylvia Henry

Date Submitted:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- **Review PAS Recommendations and send comments to Chair**

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