

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum Committee</i>	
Date:	Time:	Location:	
April 24, 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	George Tilfas		X
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		
Ex-Officio	Maria Dison	x	

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Call to order and review/adoption of agenda and minutes
2. Course Outline
 - a. None
3. Follow up/follow through on previous items/reports (Old business)
 - a. Policy and Procedures
 - AP/BP 3116
 - b. LRC representative on CC – It was moved and seconded to have LRC member in CC starting next school year.
4. New business
 - a. Selections of officers
 - b. Report from Chair
5. Adjournment

Discussion of Agenda/Information Sharing:

1. Call to order and review/adoption of agenda and minutes - The meeting started with a roll call followed by a suggestion to address Agenda Item 4.b first. Agenda was adopted with

recommendation to address item 4.b first. Minutes of April 10,2017 was sent out where feedback were collected and implemented. Voting on minutes took place via email and 11 voted yes, and 2 abstained

2. Course Outline

a. None

3. Follow up/follow through on previous items/reports (Old business)

a. Policy and Procedures

- AP/BP 3116 – feedback were collected and forwarded to VPIA. BP/AP 3116 has been endorsed by EC and thus no further discussions were necessary.

b. LRC representative on CC – After discussion to including LRC in CC, 11 members voted yes, 2 abstained and 2 voted no. **Therefore starting next school year, LRC will be represented in CC.**

4. New business

Selections of officers – There was discussion regarding composition of CC and thus CC Chairman informed committee that division chairs will become faculty reps to represent divisions in CC. CC also shared that whoever is selected as Vice Chair will automatically become Chair, starting next school year. Nomination of new officers were made and approved as follow;

Resida Keller– Chair
Joy Guarin – Vice Chair
Sylvia Henry – Secretary

- a. Report from Chair – Chair communicated his appreciation to all cc members for their patience, support, and advise throughout his term as chair. Only 5 members provided their summary of reflections so chair asked for all members to kindly submit their summaries. Attendance needs to be improved

A concern was brought up regarding course outline revisions. Course outlines need to be reviewed every 5 years. Course outlines were reviewed 2013 and CC needs to address this issue.

5. Adjournment

Handouts/Documents Referenced:

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College Web Site Link:

Prepared by:

Sylvia Henry

Date Distributed:

Approval of Minutes Process & Responses:

- CC Minutes of April 10, 2017 approved

➤ Electronic votes:

Submitted by:

Sylvia Henry

Date Submitted:

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

- .CC Officers for SY 17-18 are as follows: Resida Keller (Chair), Joy Guarin (Vice Chair), Sylvia Henry (Secretary)
- Starting SY 17-18, LRC will be represented in CC.