

**College of Micronesia-FSM  
Committee Minutes Reporting Form**

<b>Committee or Working Group</b>		Instructional Coordinators	
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	
October 16, 2018	4:00 PM – 5:00 PM	Board Conference Room (VoIP 4519/PIN 5302)	

Members	Names	Present	Absent	Note
National Campus IC	Joseph Felix, Jr.		X	Sick
CTEC IC	Taylor Elidok	X		
Chuuk Campus IC	Mixon Jonas	X		
Kosrae Campus IC	George Tifas	X		
Yap Campus IC	Joy Guarin (Acting)	X		
DAP	Maria Dison	X		

**Additional Attendees:**

**Agenda/Major Topics of Discussion:**

1. Minutes of October 2, 2018 Meeting\*
2. Course Outline Revision Process
3. Program Assessment 2018-2019
4. Campus Highlights
5. Miscellaneous
6. Adjournment

**Discussion of Agenda/Information Sharing:**

- 1) Minutes of Oct. 2, 2018 Meeting
  - Adopted     Not adopted
  - a. Minutes of Oct. 2, 2018 meeting adopted with the following modifications.
- 2) The Pathway for Revising an Existing Course Outline. \*DAP to provide the AP, course outline modification request form, course outline form, checklist, and sample of completed course outline on Friday 10/12/18.
  - a) Differences in opinion, author will respond to if they agree or not, discuss on line what the final suggestion should be.
  - b) Using the guidelines will make things run smoothly.
- 3) Program Assessment 2018-2019 -
  - a) Discuss assessment results for AY2017 (F17-SP18) AY2018 Program Assessment Plans (per PAS's), Program and Course Assessment Schedule for AY2018 (PSLO's & CSLO's responsible positions and timeline)
 

KC - faculty are agreeable to working on the program review- AFT, ED, ET. Reception problem. Meeting tomorrow at 12:30

    - CC - receiving loud and clear
    - CTEC - include in course load report
  - b) IC's to recommend lead persons for AY2018 program assessment and program review. DAP will then inform the recommended faculty for confirmation and schedule meetings.

- 4) Campus Highlights
- a) CTEC
  - b) 75% classroom observation done
  - c) submitted 4 CO
  - d) PR submitted 1 ACE, (EET, CM
  - e) Course modification action plan for sp19
  - f) Class Schedule for 2019 complete pending changes due to the Japanese instructor.
  - g) Yap- input mid-term grade 100%
    - i) 87% C or better
    - ii) 4% D
    - iii) 3 % F
    - iv) 3%
    - v) 35% related to attendance - will meet advisees
    - vi) COMET prep on Oct 28 - math and English faculty
    - vii) Oct 22 mini workshop/ using tech for teaching effectiveness & using humor in teaching
    - viii) ACE completed - 97% passing rate; one failed in ACE English
    - ix) One faculty member IQBE - representing Yap in teacher training academy
  - h) George - thanked Joy for sharing his pow wow idea; other ideas from other IC's wi
    - i) ED, Math, foreman vacancies
    - ii) Classroom observations next week
    - iii) TARF's for spring 2018-2019
    - iv) Class Schedules working on revision
    - v) Mid-terms grades submitted this morning
  - i) Mixon
    - i) Schedule submitted to DAP
    - ii) Program review lead person for ACE submitted copy to DeeLeeann
    - iii) NUA & Basic PH still working on their PR
    - iv) BK 095 & 096 lead person doing the write up; thank PC for suggestion and will keep working with them to finalize
    - v) Faculty workshops - 2 mini workshops on rubrics, student effort and classroom management
    - vi) Mid-term grades will be sending summary of mid-term grades; one person is not submitting because believes that mid-term grades is only for deficiencies.
- 5) Miscellaneous
- a) Taylor - remember IC Felix in our prayers.
- 6) Adjournment
- Meeting was adjourned at 5:15 PM.

**Handouts/Documents Referenced:**

1. Minutes of October 2, 2018 Meeting
2. Administrative Procedure No. 3206 Course Outlines – New and Revised
3. AY2018 Program and Course Assessment Plan & Schedule

**College Web Site Link:**

<b>Prepared by:</b>	Maria Dison	<b>Date Distributed:</b>	
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**Approval of Minutes Process & Responses:**

1. Minutes of October 2, 2018 meeting adopted.

Submitted by:

Date Submitted:

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

- 1.
- 2.