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| **Committee Minutes Reporting Form** | | | | |
| **Committee or Working Group** | | | ***Curriculum Committee*** | |
| **Date:** | | **Time:** | | **Location:** |
| February 04, 2019 | | 1:00PM | | Board Conference Room |
| |  |  |  |  | | --- | --- | --- | --- | | **Members** |  |  |  | | **Titles/Reps** | **Name** | **Present** | **Absent** | | Chairperson/ National Campus Program Representative | Mark Kostka | X |  | | Vice-Chairperson / National Campus Program Representative | Kasiano Paul | x |  | | Secretary/Kosrae Campus Program Representative | Sharon Oviedo |  | x\* | | Chuuk Campus Program Representatives | Lynn Sipenuk | X |  | |  | Alton Higashi | X |  | | CTEC Campus Program Representatives | Gardner Edgar | X |  | |  | Danilo Ibarrola | X |  | |  | Debra Perman | X |  | |  | Deeleeann Daniel | X |  | | Yap Campus Program Representative | Joy Guarin | X |  | | FMI Campus Program Representative | Mathias Ewarmai |  | x | | National Campus Program Representatives | Susan Moses | X |  | |  | Robert Spegal |  | X | |  | Marlene Mangonon | X |  | |  | Marvey Elias |  | X | |  | Cindy Marie Edwin | X |  | | LRC Representative | Jennifer Helieisar | X |  | | Ex-Officio | Maria Dison | X |  | | *Note: Member Mathias Ewarmai has retired* |  |  |  | | | | | |
| **Additional Attendees:** | New VPIEQA - Caroline Kocel | | | |
| A**genda/Major Topics of Discussion:** | | | | |
| **AGENDA:**   1. Welcoming Remarks/Roll call/Overview of Agenda 2. No motion to adapt minutes of December regular and special meeting   **3. Urgent Matters:**  Review SC/ED210 – Science Methods for endorsement by Chairperson,  Review ED330 – Classroom Management for endorsement or revisions   1. **Update from Reader Teams:**   BU 101 Intro. To Business  CA 100 Computer Literacy  CA 105 Data Analysis  IS 260 Business Information System  IS 280 Intro to Networking  SS 111 Cultural Anthropology – *Reader Alton Submitted Rubric*  SC 098 Survey of Science  VEE 223 PC Repair  VSP 121 Industrial Safety  AG 092 Swine and Poultry Production – Reader Kasi submitted rubric to Joy   1. **Assignment to Reader Teams:** 2. **New Items:**   Policies for the BS in Elementary Education Program  BP 1110 - Assessment  BP 1500 - Role of Campuses  BP 1530 - (new) Baccalaureate Degree Programs  BP 3001- Catalog Limitations  AP 3001 - Catalog Limitations  BP 3101- Academic Program Requirements  BP 3202 - Instructional Program Review  AP4204 – Admission Policy to TYTP  BP4204 – Admission Procedure for TYTP  BP 4xxx-Admissions Policy-BS ED Elementary   1. **Miscellaneous**   AAS in Building Technology – Proposal for Program Modification   1. **Adjournment** | | | | |
| **Discussion of Agenda/Information Sharing:**  **1.Welcoming Remarks/Overview of Agenda**  CC chairman Mark called the meeting to order at 1:00PM, thanked the present members and re-iterated on the urgent matters in the agenda which were SC/ED210 and ED330.   1. **Approval of December minutes (both regular and special).**  * No approval of December regular meeting and December special meetings.  1. **Urgent matters**    1. SC/ED210 – Science for Teachers       1. Ex-officio Maria clarified that the only reason for the resubmission of SC/ED210 was that the Chairperson did not endorse the revised course outline. 2. ED330 – Classroom Management    * 1. Member Sue clarified that the suggestions were made to the initiator on January 17 and CSLO specific 2.5 was one **of necessity** for ED330.      2. Member Alton made some observations regarding aligning all CSLOs to ISLOs 3 and 4, while no CSLO is linked to ISLO 6, 7 &8 while these were checked in the ISLO.      3. Member Sue concurred to the observations made by Alton.      4. Member Joy from Yap campus stated that he and Jovita (initiator) are still in the process of incorporating the suggestions.      5. Vice-chair Kasi asked oy if the suggestions could be made available soon and member Joy assured the members that they will work on ED330 as soon as the meeting is over.      6. Chairman ruled that all members will wait for incorporated suggestions before ED330’s endorsement.   Alton also asked during the meeting if textbook ISBN numbers are required in the revision of these course outlines and ex-officio member Maria clarified that according to her recollection from the past **"only the editions are required."**   * + 1. Vice chair Kasi apologized for his comments to member Marlene about his “I don’t care…” comment to her during the week and clarified his intent with regards to **complaints** and comments in division meetings and their implications on CC roles.     2. Member Marlene reaffirmed that CA100 is currently being revised by member Cindy Marie and **reassured** that VEE223 – PC Repair and Upgrade was assigned to member Kasi and Mathias (who recently retired from the College).     3. Member Danny Ibarolla updated the committee members on some important **components** of VEE223 regarding update regulation requirements.  1. **Update from Reader Teams**   BU 101 Intro. To Business *– [Team Marlene] and Alton*  CA 100 Computer Literacy – *currently with reader [Cindy-Marie] and Lynn Sipenuk*  CA 105 Data Analysis – *still with team Kasi and Sharon*  IS 260 Business Information System – *no update on this course outline*  IS 280 Intro to Networking – no update on this course outline  SS 111 Cultural Anthropology – *Reader Alton Submitted Rubric*  SC 098 Survey of Science – *still with team Robert and Mark*  VEE 223 PC Repair and Upgrade – *reassigned to Kasi and [Dany Ibarolla]*  VSP 121 Industrial Safety – *still with team* ***Grander*** *and Debra Perman*  AG 092 Swine and Poultry Production – *Reader Kasi submitted rubric to Joy*  *Member Sue restated the importance of outlines to be assigned to readers outside of their area of specialization to maintain objectivity.*  Note from V-chair members’ info: [ ] *reader teams reading CO’s in their areas a specialization.*   1. **Assignment to Reader Teams** 2. Vice-Chair stated that course outlines will be emailed to readers as they are received. 3. **New Policies and Procedures for BS in Elementary Education**    1. Member Sue requested that the new policies and procedures be submitted to her since these are urgent. 4. **Miscellaneous** 5. **Adjournment**   Chair ruled that meeting is closed at 1:56p.m. | | | | |