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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| August 6, 2018 |  9:00AM  | Board Conference Room |
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| **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 |
|  | Brian Lynch | X |  |
|  | Cindy Marie Edwin  | X |  |
| LRC Representative  | Jennifer Helieisar  |  | X |
| Ex-Officio | Maria Dison | X |  |
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*\*family emergency \*\* VOIP connection problem*  |
| **Additional Attendees:** | Doman Daoas |
| A**genda/Major Topics of Discussion:** |
| AGENDA: 1. Refreshments/Welcoming Remarks/Overview of Agenda
2. Introduction of New Members
3. CC accomplishments in AY2017-2018
4. Election of Officers
5. Urgent matters
	1. TOR
	2. EN/CO 205 Speech Communication
	3. Status of the education program course outlines
	4. Course outline revisions (discuss process and assignments)

*LUNCH BREAK – TAKE OUT* 1. Upcoming Agenda Items:
	1. IEMP
	2. Policies for 5-year revision
		1. BP 3116 Academic Honesty
		2. BP 3117 Withdrawal for Students for Absences
		3. BP 3118 Credit Load and Overload (Students)
		4. BP 3119 Credits
		5. BP 3120 Academic Freedom and Responsibility (Students)
	3. Policy revisions for BS in Elementary Education (Pending notification of approval from ACCJC for implementation)
		1. BP 1500 Roles of the Campuses
		2. BP 1530 Baccalaureate Degree Programs (new)
		3. BP 3101 Academic Program Requirements
		4. BP 3202 Instructional Program Review
2. Miscellaneous
3. Adjournment
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| **Discussion of Agenda/Information Sharing:**1. **Refreshments/Welcoming Remarks/Overview of Agenda**

Dean of Academic Programs called the meeting to order at 9:00AM and facilitated a brief review of the agenda. 1. **Introduction of New Members**
	1. The Dean of Academic Programs presented the new members of Curriculum Committee for AY 2018-2019

National Campus Program Representatives – Mark Kostka, Kasiano Paul , Susan Moses, Robert Spegal , Marlene Mangonon, Brian Lynch and Cindy Marie Edwin CTEC Campus Program Representatives – Gardner Edgar, Danilo Ibarrola, Debra Perman and Deeleeann DanielChuuk Campus Program Representatives – Lynn Sipenuk and Alton Higashi Yap Campus Program Representative – Joy GuarinFMI Campus Program Representative- Mathias EwarmaiKosrae Campus Program Representative- Sharon Oviedo * 1. Meeting Schedule for Fall 2018 and Spring 2018

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| **Fall 2018** August 20  | **Spring 2019** January 21 |
| September 3 | February 4 |
| September 17 | February 18 |
| October 1 | March 11 |
| October 15 | March 25 |
| November 19 | April 8 |
| December 3 | April 22 |
| December 17 | May 6  |

1. **CC accomplishments in AY2017-2018**
	1. The Dean of Academic Programs reported the following accomplishments of Curriculum Committee for AY 2017-2018
		* + Endorsed 19 out of 28 course outlines for Bachelor of Science in Elementary Education
			+ Endorsed five (5) BOR Policies for Instruction
			+ Reviewed and endorsed the BS Elementary Education program
2. **Election of Officers**
	1. The Dean of Academic Programs opened the nomination for chair and vice chair
	2. The nominees were:
		* + Susan Moses , Mark Kostka , and Paul Kasiano
	3. Susan Moses from the National Campus declined the nomination.
	4. The new chairman and vice-chairman for Curriculum Committee AY 2018-2019 are:

 Chairman - Mark Kostka with 6 votes  Vice Chairman –Kasiano Paul with 3 votes 1. **Urgent matters**
	1. TOR
		1. Amend the membership since Instructional Coordinators are not members of Curriculum Committee for AY 2018-2019.
		2. Include the roles of Campus Program Representatives.
		3. Clarify the role of the Ex-Officio and Instructional Coordinator.
		4. Clarify the process of Communications and Distribution of Information.
		5. Suggestion to replace COM-FSM community under Communications and Distribution of Information through their respective Instructional Coordinator.

The chair asked the CC members to send comments until August 20, 2018.  * 1. EN/CO 205
		1. A member from the National Campus gave background information regarding the need to revise EN/CO 205 Speech Communication. She added that there are some questions/queries regarding the alignment of CSLO 2.1 to assessment strategies.
		2. A member from Yap Campus proposed to write a new EN/CO 205 specifically for BS Elementary Education but a member from the National Campus said there is no need to write a new EN/CO 205 course outline for BS Elementary Education.
		3. A recommendation was made to coordinate with the authors and English instructors from the national campus and assign a reader team from CC to check.
	2. Status of the education program course outlines
		1. Three pending education course outline assignments to reader teams.
			+ PY 201, ED 292, and ED 330
		2. Joy Guarin mentioned that PY201 was assigned to him and Taylor, they submitted their checklist to the former chair of CC.
		3. Gardner and Sharon volunteered for ED 292 Practicum.
		4. Mark Kostka and Paul Kasiano volunteered for ED 330 Classroom Management.
	3. Course outline revisions (discuss process and assignments)
		1. A member from the CTEC suggested that starting this year, the Instructional Coordinator should be required to work on each program especially for course outlines.
		2. A member from Yap shared his experience and problems encountered during the review process. Accordingly, when the course outline is sent back to the author for suggestions and recommendations, it is never returned to the reader team.
		3. A member from CTEC suggested coordination with the IC.

**LUNCH BREAK** 1. **Upcoming Agenda Items**

The Dean of Academic Programs enumerated the agendas to be discussed by CC for Fall 20181. **Adjournment**

The meeting was adjourned at 12:50PM  |
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| **Handouts/Documents Referenced:** |

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| **College Web Site Link:**  |
| **Prepared by:** | ***Sharon Oviedo***  | **Date Distributed:**  | *August 15, 2018* |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes: **13 Yes**
 |
| **Submitted by:**  | ***Sharon Oviedo*** | **Date Submitted:** | ***August 15, 2018*** |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** |