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| **Committee Minutes Reporting Form** | | | | |
| **Committee or Working Group** | | | ***Curriculum Committee*** | |
| **Date:** | | **Time:** | | **Location:** |
| August 20, 2018 | | 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 |  | |  | Brian Lynch |  | X | |  | Cindy Marie Edwin | X |  | | LRC Representative | Jennifer Helieisar | X |  | | Ex-Officio | Maria Dison | X |  | |  |  |  |  | | | | | |
| **Additional Attendees:** | VPIA Karen Simion | | | |
| A**genda/Major Topics of Discussion:** | | | | |
| **AGENDA:**   1. Welcoming Remarks/Overview of Agenda 2. Approval of minutes from August 6 meeting 3. Urgent matters    1. TOR approval and adoption    2. VPIA Presentation of IEMP Narratives 2018 and IEMP Matrix 2018-2023 draft. CC committee needs to endorse    3. Matter concerning EN/CO 205 Speech Communication    4. Matters Regarding Course outlines that need to be finalized and submitted to VPIA ASAP for approval  * ED 302 Social Science Methods * PY 201 Human Growth (Reader team’s (Joy & Taylor) checklist submitted to former CC Chair) * SC/ED 210 Science for Teachers   1. Matters regarding Course Outlines that Need update from reader teams) * ED 292 Practicum (need update from reader team) * ED301A Language Arts Methods – need update (Gardner & Sharon) * ED 301B Reading Methods – need update (Mixon & Deeleean) * ED330 Classroom Management – need update from reader team (Kasi & Mark) * PY300 – Educational Psychology (need update from Joy & Taylor)  1. New Agenda Items:    1. 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)   -mechanism to get input from relevant others   * Yap – CC rep. conduct monthly meeting of the faculty * Recommendations –   + Chair to send copies to members to share with respective program faculty   + Focus groups on policies that affect students   1. 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  1. Miscellaneous 2. Adjournment | | | | |
| **Discussion of Agenda/Information Sharing:**   1. **Welcoming Remarks/Overview of Agenda**   CC Chairman called the meeting to order at 1:00PM and facilitated a brief review  of the agenda.  The chairman apologized that the agenda was not sent to cc members because of the  need to update the list of members listed in the email cac@comfsm.fm   1. **Approval of minutes from August 6 meeting**   The August 6 2018 minutes was not approved since the email [cac@comfsm.fm](mailto:cac@comfsm.fm) was not yet updated with the list of new members.  The secretary verified that even though the chairman failed to update the list, she sends the minutes through their individual emails.  The chairman recommended for electronic votes for August 6, 2018 minutes.   1. **Urgent matters**    1. TOR approval and adoption   I.A member from Yap asked the duplication of LRC representative in the TOR.  Ii.The total number of members of CC was clarified.  iii.Ex-officio clarified the membership for CTEC:  Danilo Ibarrola –COA Technology and Trades Program Representative  Debra Perman -HTM Secretarial/Bookkeeping Faculty Representative  Deleeann Daniel –ACE Faculty Representative  Gardner Edgar- Trade and Technical Faculty Representative  iv. A member from Chuuk clarified the role of the vice-chairman in the TOR Be in-line to be the next chairperson of the CC for the coming year”  v. The committee decided to delete/remove from the TOR under vice chairman responsibility Be in-line to be the next chairperson of the CC for the coming year”  vi. The role of the secretary and vice-chairman regarding distribution of minutes and posting the approved minutes to wiki was clarified.   1. The chairman specified that the secretary prepares and send the minutes to the members while the vice-chairman will post the approved minutes to wiki. 2. A member suggested to change the word distribute to the TOR under the vice-chairman responsibility.   A member from the National Campus suggested to send comments electronically and move to next agenda.   * 1. VPIA presentation of IEMP Narratives 2018 and IEMP Matrix 2018-2023 draft. CC committee needs to endorse   i. VPIA presented the IEMP Narrative for 2018 as well as the IEMP matrix for  2018-2023.  ii.The chairman asked the CC members to send comments directly to VPIA.   * + 1. iii.The Ex-officio asked the VPIA regarding First Year Experience as it was indicated in the IEMP matrix.     2. iv. The VPIA mentioned that the IEMP Matrix for 2018-2023 and IEMP Narrative for 2018 will be presented and submitted to the executive committee before the BOR meeting.   1. Discussion of Matters Concerning EN/CO 205 Speech Communication   i.A member from the National Campus suggested to use upper level of Bloom.   * + 1. ii. Alignment of the SLO to the assessment strategies.   iii. 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.  **Adjournment**  The meeting was adjourned at 2:00PM | | | | |
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| **College Web Site Link:** | | | | | | | |
| **Prepared by:** | | ***Sharon Oviedo*** | | **Date Distributed:** | | | *August 30, 2018* |
| **Approval of Minutes Process & Responses:** | | | | | | | |
| * Electronic votes: 11 Yes , 1 Abstain | | | | | | | |
| **Submitted by:** | | | ***Sharon Oviedo*** | | **Date Submitted:** | ***August 30, 2018*** | |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** | | | | | | |