|  |
| --- |
| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| September 3, 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 |  |  |
|  | Cindy Marie Edwin  | X |  |
| LRC Representative  | Jennifer Helieisar  |  | \*X |
| Ex-Officio | Maria Dison | X |  |
|  |  |  |  |

*\*Alumni Association Meeting \*\* Off -Island*  |
| **Additional Attendees:** |  |
| A**genda/Major Topics of Discussion:** |
| 1. Welcoming Remarks/Overview of Agenda
2. Approval of minutes from August 6&20 meeting
3. Urgent matters
	1. EN/CO 205 Speech Communication
	2. ED330 Classroom Management (Updates from the reader team (Kasi & Mark)
	3. Course Outlines Pending Finalization and Submission ASAP to VPIA 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
* ED 292 Practicum (need update from reader team)
* ED301A Language Arts Methods – need update (Gardner & Sharon)
* ED 301B Reading Methods – need update (Mixon & Deeleean)
* PY300 – Educational Psychology (need update from Joy & Taylor)
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.1. **Approval of minutes from August 6 and August 20 meeting**

August 6, 2018 minutes – 13 Yes  August 20, 2018 minutes- 11 Yes, 1 Abstain 1. **Urgent matters**
	* 1. The Dean of Academic Program suggested for copies of the course outline with the checklist for RFA be sent to all members of CC so that everybody can give their comments and suggestions.
		2. Gardner and Sharon requested the chairman to send a copy of ED 292 so that they can send their checklist before the next meeting.
		3. A member from the National suggested that the respective author of a particular course outline be also consulted on any and all queries regarding the course outline, not the least of which are those queries pertaining to their choice of assessment strategy for SLO.
		4. A member from the National motioned for the approval of all course outlines in the agenda to be done via electronic votes.
		5. The secretary called the chairman’s attention to the need to send the course outline template to cc members and National Campus Instructional Coordinator.
		6. The chairman reminded cc members to send comments for the TOR to the secretary.
		7. The Dean of Academic Program reminded the cc members that according to VPIA twenty-five percent (25%) of course outlines in each program should be submitted on December 2018 and another twenty-five percent (25%) on May 2019.
		8. A member from the National cited that according to the curriculum and assessment handbook, faculty can send course modification request to cc chairman.
		9. The chairman reminded the readers team for the education course outline to send the checklist and course outline before Friday (September 7, 2018).
		10. The vice chairman suggested to submit education course outline assigned to reader’s team before Friday September 7, 2018 and electronic votes by September 10-14 2018.

**Adjournment** The meeting was adjourned at 2:00PM  |
|  |

|  |  |
| --- | --- |
|

|  |
| --- |
| **Handouts** |

 |
|  |
|  |
| **College Web Site Link:**  |
| **Prepared by:** | ***Sharon Oviedo***  | **Date Distributed:**  | *September 14,2018* |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes: 7 Yes, 1 Abstain
 |
| **Submitted by:**  | ***Sharon Oviedo*** | **Date Submitted:** | ***September 14, 2018*** |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** |