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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| March 11, 2019 | 1:00PM  | Board Conference Room |
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| **Members**  |  |  |  |
| **Titles/Reps** | **Name** | **Present** | **Absent** |
| Chairperson/ ANRM &AFT Program Representative  | Mark Kostka  | X |  |
| Vice-Chairperson Liberal Arts & HCOP Program Representative | Kasiano Paul | x |  |
| Secretary/Kosrae Campus Program Representative  | Sharon Oviedo  | x |  |
| Chuuk Campus Program Representatives  | Lynn Sipenuk  | X |  |
|  | Alton Higashi  | X |  |
| AAS Technology & Trades Program Representative | Gardner Edgar | X |  |
| COA Technology & Trades Program Representative | Danilo Ibarrola | X |  |
| HTM, Secretarial Science, Bookkeeping Program Representative  | Debra Perman |  | X |
|  | Deeleeann Daniel  | x |  |
| Yap Campus Program Representative  | Joy Guarin  | X |  |
| FMI Campus Program Representative  | Mathias Ewarmai  |  | X\* |
| Education Program Representative  | Susan Moses | X |  |
| Education Program Representative  | (vacant) |  |  |
| Public Health/ Nursing Program Representative  | Robert Spegal  |  | X |
| General Education Program Representative  | Marlene Mangonon | X |  |
| Micronesian Studies Program Representative | Marvey Elias | X |  |
| Business Administration/ Computer Information Systems Program Representative  | Cindy Marie Edwin  |  | X |
| Marine Science Program Representative  | (vacant) |  |  |
| LRC Representative  | Jennifer Helieisar  |  | X |
| Ex-Officio (DAP) | Maria Dison | X |  |
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| \*retired  |

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| **Additional Attendees:** |  |
| A**genda/Major Topics of Discussion:** |
| **AGENDA:** **Welcoming Remarks/Overview of Agenda** **Approval of Minutes**February 18 Minutes**Urgent matters*****Policies for endorsement:*** **BP3210 – Academic Freedom and Responsibility (Student)****AP3210 - Academic Freedom and Responsibility (Student)****AP3118 – Credit Course Load and Overload*****Course Outline for Endorsement***BU101 – Intro. To BusinessCA105 – Data Analysis Using Spreadsheet**Follow up on the following course outlines.**CA 100 Computer LiteracyIS 260 Business Information SystemIS 280 Intro to NetworkingSS 111 Cultural Anthropology – *Reader Alton Submitted Rubric*VEE 223 PC Repair- VSP 121 Industrial Safety**New Items:****Upcoming Agenda Items:****Miscellaneous****Adjournment** |
| **Discussion of Agenda/Information Sharing:**1. **Welcoming Remarks/Overview of Agenda**

i. Chairman called the meeting to order at 1:00PM and facilitated a brief review of the agenda.ii. DAP asked to include discussion of the curriculum handbook into the agenda, also to remove/change welcoming remarks.1. **Approval of Minutes of the Meeting on February 18, 2019**

 Education representative mentioned a typographical error in page 2 CA 105 Data Analysis (ii) but other than that, she made a motion and it was seconded to adopt the minutes from February 18, 20191. **Urgent Matters**

**a. Policies for Endorsement**  AP3118 i. DAP presented and mentioned the changes in BP 3118 and AP3118; those changes were in line with the  Personnel Policy and Procedure Manual. ii. General Education Program Representative asked to reconcile the title of the AP 3210 with the content.iii.CTEC and YAP representatives verified the maximum credit load for summer and asked what if one course is 4 credits.iv. DAP asked the CC members to send their comments/suggestions to the Chair so she could share it with VPIA. BU 101 Introduction to Business i. The reader team discussed the updates for BU 101. ii. A member made a motion and it was seconded to endorse BU 101 Introduction to Business. iii. Majority of the members voted to endorse BU 101 Introduction to Business. CA105 Data Analysis and Using Spreadsheet i. Education representative mentioned that the type of assessment and target belongs to TrackDat, and  instead of lecture appearing under course hours and credits it would be better if it is under lecture/lab.  ii. Vice Chair requested members to send the updated CA 105 with the suggestions and do endorsement  online. **5. Adjournment**The meeting was adjourned at 2:00PM **\*Electronic Votes for CA 105 Data Analysis Using Spreadsheet** A motion from Education representative to endorse CA105 was sent thru email dated March 13, 2019, and it was seconded by CC chairman since the initiator has made all suggestions discussed during the March 11, 2019 meeting. **With 9 out of 16 votes (56.25%) CA 105 was endorsed.** |
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| **Handouts/Documents Referenced:** |

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| **College Web Site Link:**  |
| **Prepared by:** | ***Sharon Oviedo***  | **Date Distributed:**  | *March 20, 2019* |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes:
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| **Submitted by:**  | ***Sharon Oviedo*** | **Date Submitted:** | *March 20, 2019* |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:*** February 18, 2019 minutes was approved.
* BU101 was endorsed
* CA105 was endorsed
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