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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| March 25, 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  |  |  |
| Marine Science Program Representative  | (vacant) | X |  |
| 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 by Chairperson/Overview of Agenda** **Approval of Minutes**March 11 Minutes**Urgent matters*****Policies for endorsement:*** **Curriculum Handbook 2018 – for adoption/recommendation???***Note for Members: the only changes reflected in the 2018 Handbook were on pages 65&66 - CAC to CC****Course Outlines for Endorsement*** SS120 – Geography (with input from SS division and other campuses if any) PY101 – General Psychology (with Reader Sue’s comments and SS division if any)**Follow up on the following course outlines.**CA 100 Computer Literacy – Team Cindy Marie and Lynn SipenukIS 260 Business Information System – ???IS 280 Intro to Networking – Team Lynn and Cindy MarieSS 111 Cultural Anthropology – *Reader Alton Submitted Rubric* Returned to Initiator Karen –SS divisionVEE 223 PC Repair- Team Danilo Ibarolla and Kasi  Returned to Initiator Gardner VSP 121 Industrial Safety – Currently with Team Gardner and Debra *(Should Gardner be a reader for this CO?)***New Items:**SS100 – World of Work CO & SS100 Course Modification- by Mason Tihpen **Upcoming Agenda Items:****Miscellaneous****Adjournment** |
| **Discussion of Agenda/Information Sharing:**1. **Welcoming Remarks/Overview of Agenda**

i. Vice-Chairman called the meeting to order at 1:00PM and facilitated a brief review of the agenda.1. **Approval of Minutes of the Meeting on March 11, 2019**

i. Secretary mentioned that LRC Representative was present in March 11, 2019 CC meeting.ii. A member made a motion and it was seconded to adopt March 11, 2019 minutesiii. With 8 votes and 1 abstaining, March 11, 2019 minutes was adopted.1. **Urgent Matters**

**a. Policies for Endorsement**  BP 3210, AP3115 and AP3118 i. DAP presented and mentioned that no changes in those Board Policies; only the reference to reconcile with the personnel manual.ii. A member made a motion and it was seconded to endorse BP 3210, AP3115 and AP3118iii With 12 votes BP 3210, AP3115 and AP3118 are endorsed. Curriculum Handbook 2018 i. The last update of the Curriculum Handbook was in 2016, however there are some parts that need to be updated ex. CC TOR.  ii. Education program representative asked whether in the handbook divisions are still included. iii. DAP clarified that divisions still exist but the role of division chair was transferred to the Instructional  Coordinator.  iv. A member made a motion and it was seconded to adopt the Curriculum Handbook 2018. v. With 12 votes and 1 abstaining, Curriculum Handbook 2018 was adopted. **b.** **Course Outlines for Endorsement**  SS 120 Geography and PY 101 General Psychology These two course outlines will be sent to state campuses for comments and suggestions and these will be reflected in the course modification. Discussion and endorsement will be scheduled for the next meeting.  CA 100 Computer Literacy i. CC members have some comments to CA 100 regarding SLO 4.5 and 5.2.2 under assessment strategies: how  the reference was written, course hours and credits and the evaluation whether the passing grade was C. ii. The initiator clarified all the comments from the members. iii A member made a motion to endorse CA 100 with all the inputs from the CC members iv. With 13 votes CA 100 was endorsed. **4. Follow up on the following course outlines.**a. IS280- not yet received by reader teams b. VEE 223 –Responded March 1st ; noticed some typographical errors c. VSP 121 -to send the course outline to Debra5. **New Items:** **SS100 World of Work -**  to be assigned to Alton and Marlene**6. Adjournment**The meeting was adjourned at 2:00PM  |
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| **Handouts/Documents Referenced:** |

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| CA 100 Computer Literacy course outline **Curriculum Handbook 2018**  |
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| **College Web Site Link:**  |
| **Prepared by:** | ***Sharon Oviedo***  | **Date Distributed:**  | *April 4, 2019* |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes: 2
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| **Submitted by:**  | ***Sharon Oviedo*** | **Date Submitted:** | *April 5, 2019* |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:*** March 11, 2019 minutes was approved.
* BP 3210, AP3115 and AP3118 were endorsed
* Curriculum Handbook 2018 was adopted
* Discussion and endorsement for PY 101 and SS120 will be scheduled next meeting
* CA 100 was endorsed
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