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| **Committee Minutes Reporting Form** | | | | |
| **Committee or Working Group** | | | ***Curriculum Committee*** | |
| **Date:** | | **Time:** | | **Location:** |
| April 8, 2019 | | 1:00PM | | Board Conference Room |
| |  |  |  |  | | --- | --- | --- | --- | | **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 |  | |  |  |  |  | | \*retired | | | | | | | | |
| **Additional Attendees:** |  | | | |
| A**genda/Major Topics of Discussion:** | | | | |
| **AGENDA:**  **Welcoming by Chairperson/Overview of Agenda**  **Approval of Minutes**  March 25 Minutes  **Urgent matters**  ***Policies for endorsement:***  **None**  ***Course Outlines for Endorsement***  VEE223 – PC Repair: If checklist is submitted from readers  SS111 – Cultural Anthropology: If Checklist is submitted from readers CC members  IS260 –Business Information Sys.: If checklist is submitted from readers to CC members  **Follow up on the following course outlines.**  IS 260 Business Information System – Lynn S. and Cindy Marie  IS 280 Intro to Networking – Team Lynn and Cindy Marie (need updates from readers)  SS 111 Cultural Anthropology – *Reader Alton Submitted Rubric*  Returned to Initiator Karen –SS division  Awaiting IC’s action  VEE 223 PC Repair- Team Danilo Ibarolla and Kasi  Returned to Initiator Gardner  VSP 121 Industrial Safety – Currently with Team Gardner and Debra  SS100 World of Work - by Mason Tihpen  **New Items:**  IS230 – Database Design  IS245- Digital Image…  BU270 – Principles of Marketing  MS150 – Statistics  SC250 – General Botany  SC130 – Physical Science  SS/SC 115 – Ethnobotany  SS120 – Geography  SS130 – Intro to Sociology  SS125 – Geography of the Pacific  AG110 – Crop Production  **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.   1. **Approval of Minutes of the Meeting on March 25, 2019**   i. Secretary mentioned that LRC Representative was present in March 25, 2019 CC meeting.  ii. A member made a motion and it was seconded to adopt March 25, 2019 minutes  iii. **March 25, 2019 minutes were adopted.**   1. **Urgent Matters**   **a. Policies for Endorsement -**None  **b.** **Course Outlines for Endorsement**  **VEE 223 PC Repair**  i. DAP asked the initiator regarding software ITE 6.0 used for VEE 223, if it is needed to be updated yearly and also mentioned that no ISLO is to be assessed.  ii. Vice-Chair asked about the pre-requisites for the course, since one of the learning outcomes of VEE 223 is to have good communication skills in trouble shooting. He also mentioned ISLO #6 as aligned to some SLO’s.  iii. Business and Computer Information System representative asked for any criteria to follow when allowing students to register for VEE 223.  iv. Some CC members noticed the assessment strategies for SLOs 3.1, 5.2, 5.3, 5.4 and 9.2 are not aligned and no rubrics are used to assess students’ performance.  v. General Education representative said that each student learning outcome should have specific assessment strategies.  v. The initiator answered all queries regarding VEE 223. He said that ITE 6.0 software is to be updated every 3 to 4 years and a laboratory worksheet is used in this course; also reported that it’s a challenge for the students to have their own computer or laptop.  vi. Education Program representative advised the CC to send the course outline, course modification request and the most recent checklist in order to check and review the course outline before RFA.  vii. CC’s recommendation was to have more discussion on VEE 223 before endorsing it.  **IS 260 Business Information Systems**  i. DAP mentioned that reader teams are working and communicating with the initiator.    **4. Adjournment**  The meeting was adjourned at 2:00PM | | | | |
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| |  | | --- | | **Handouts/Documents Referenced:** | | | | | | | | |
| VEE 223 PC Repair Course Outline | | | | | | | |
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| **College Web Site Link:** | | | | | | | |
| **Prepared by:** | | ***Sharon Oviedo*** | | **Date Distributed:** | | | *May 1, 2019* |
| **Approval of Minutes Process & Responses:** | | | | | | | |
| * Electronic votes: | | | | | | | |
| **Submitted by:** | | | ***Sharon Oviedo*** | | **Date Submitted:** | *May 1, 2019* | |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**   * March 25, 2019 minutes were approved. * More discussion with VEE 223 | | | | | | |