|  |
| --- |
| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| October 7, 2019 | 1:00PM  | Board Conference Room |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Members**  |  |  |  |
| **Titles/Reps** | **Name** | **Present** | **Absent** |
| AAS Technology & Trades Program Representative | Gardner Edgar | X |  |
| ACE Representative | (vacant) |  |  |
| ANRM Program Representative | (vacant) |  |  |
| Chairperson/ Liberal Arts Program Representative | Kasiano Paul | X |  |
| Chuuk Campus Program Representative (1 of 2) | Lynn Sipenuk  |  | X |
| Chuuk Campus Program Representative (2 of 2) | Alton Higashi  |  | X |
| CoA Technology & Trades Program Representative | Charles Aiseam |  | X |
| Education Program Representative (1 of 2) | Susan Moses | X |  |
| Education Program Representative (2 of 2) | (vacant) |  |  |
| Ex-Officio (DAP) | Maria Dison | X |  |
| FMI Campus Program Representative  | Tioti Taburea  |  | X |
| General Education Program Representative | (vacant) |  |  |
| HTM, CoA Business Program Representative | Debra Perman | X |  |
| Kosrae Campus Program Representative  | Sharon Oviedo | X |  |
| LRC Representative  | Jennifer Helieisar  |  | x |
| Marine Science Program Representative | (vacant) |  |  |
| Micronesian Studies Program Representative | (vacant) |  |  |
| Public Health/ Nursing Program Representative | Robert Spegal  | X |  |
| Secretary/Business Administration/ Computer Information Systems Program Representative | Cindy Marie Edwin  | X |  |
| Yap Campus Program Representative  | Joy Guarin  |  | X |
|  |  |  |  |
|  |  |  |  |

 |
| **Additional Attendees:** |  |
| A**genda/Major Topics of Discussion:** |
| **AGENDA**: 1. Welcoming Remarks/Roll Call/Overview of Agenda – Chairperson
2. Approval of Minutes – Secretary/All Members
3. Urgent Matters:
	1. Reader Teams – See Updated Reader Team (proposed by secretary)
	2. Reader Teams and Assigned Course Outlines
	3. Proposed CC Course Outline Process (within CC).
4. Course Outline for Endorsement
	1. IS260 – Computer Information System
	2. SS100 – Introduction to World of Works
5. Follow-up of Course Outlines
6. New Items
7. Upcoming Agenda Items:
	1. IS280 Intro to Networking
	2. SS111 Cultural Anthropology
	3. VEE223 PC Repair
	4. VSP121 Industrial Safety
	5. SS100 World of Work
	6. IS230 Database Design
	7. IS245 Digital Imaging
	8. BU110 Business Math
	9. MS150 Statistics
	10. SC250 General Botany
	11. SC130 Physical Science
	12. SS/SC115 Ethnobotany
	13. SS120 Geography
	14. SS130 Intro to Sociology
	15. SS125 Geography of the Pacific
	16. AG110 Crop Production
	17. SC098 Survey of Science
8. Miscellaneous

***Note: Point of Clarification*** *– DAP overlooks all academic programs of the College, she is ex-officio member of CC; she is also a reader team. Thus, she actively participates in the ongoing review process of all course outlines. My position is that I.Cs. must by the nature of their roles, “review” –Course Modification Format (to ensure that faculty members offering similar courses are dialoguing as reflected in the Course Modification Request (Curriculum Handbook, p. 12 &* ***Instructional Coordinator, Duties:*** *Coordinates instructional programs, courses, workshops, and trainings for the campus; acts as liaison between administration (VPIA’s Office) and instructional faculty; supervises instructional faculty; may teach one class per semester; serves on committees as assigned. Provides effective communication between the campus and Dean of Academic Program Office. Also promotes effective communication between the campus faculty and faculty in the same content area throughout the college*.1. Adjournment
 |
| **Discussion of Agenda/Information Sharing:**1. **Welcoming Remarks/Roll Call/Overview of Agenda – Chairperson**

Chair called the meeting to order at 1:07 PM, verified quorum, and facilitated a brief review of the agenda. Chair informed committee of program representation during roll call in reference to meeting minutes of 9/23/19.1. **Approval of Minutes – Secretary/All Members** - Spelling corrections were suggested to minutes dated 9/9/19 and 9/23/19.

MOTION 1: A motion was made by Bob and seconded by Cindy to adopt meeting minutes dated 9/9/19 and 9/23/19 pending suggested spelling corrections. With no additional comments or concerns, the motion carried unanimously with 5 votes yes, 0 votes no.1. **Urgent Matters:**
	1. Reader Teams – See Updated Reader Team (proposed by secretary)
	2. Reader Teams and Assigned Course Outlines

Chair informed committee that he will work with committee secretary to develop reader teams to assign outstanding course outlines.* 1. Proposed CC Course Outline Process (within CC).

Chair noted some points of clarification on the CC course outline internal process and referenced Appendix F (Course Modification Request form) and his communications with Human Resources office in regards to duties of the Instructional Coordinator (IC), as noted in section 8, Miscellaneous, of the agenda.1. **Course Outline for Endorsement**
	1. IS260 – Computer Information System – It was noted during previous discussions regarding CO for IS260 that the group size should be omitted in the specific assessment strategies for CSLO 2. The use of an LMS as part of the strategy was also discussed and whether or not the box “Other” should be checked for its use under the Methods of Instruction section. During discussion, it was noted that marking “Other” is not necessary.

MOTION 2: A motion was made by Sue and seconded by Cindy that the committee approve IS260 CO for endorsement with the condition that the group size identified in CSLO 2 assessment strategies be omitted. Motion carried unanimously with 7 votes yes, 0 votes no.* 1. SS100 – World of Work

MOTION 3: A motion was made by Debra and seconded by Bob to approve SS100 CO for endorsement. Motion carried unanimously with 7 yes votes, 0 votes no.1. **Follow-up of Course Outlines** - Member Sue asked about the status of BU270 CO. Chair informed committee that there is only one reader that has completed the review due to changes in committee membership. There was also discussion regarding the number of versions received by the committee. A motion was made by Bob and seconded by Sue to approve BU270 CO. During discussion, it was noted that due to there being several versions of the CO and uncertainty that previous comments had been addressed in the most recent copy, some members were hesitant to approve the CO for endorsement. After discussion a vote was held with 4 votes yes and 3 votes to abstain. The motion was withdrawn and the Chair stated that he will follow up with the initiator to ensure receipt of the most updated version for the CC to review.
2. **New Items** – None
3. **Upcoming Agenda Items** – Chair stated that the upcoming course outlines will be assigned to reader teams.
	1. IS280 Intro to Networking
	2. SS111 Cultural Anthropology
	3. VEE223 PC Repair
	4. VSP121 Industrial Safety
	5. SS100 World of Work – Debra suggested to delete this course from the upcoming agenda items since it was approved for endorsement during the meeting.
	6. IS230 Database Design
	7. IS245 Digital Imaging
	8. BU110 Business Math
	9. MS150 Statistics
	10. SC250 General Botany
	11. SC130 Physical Science
	12. SS/SC115 Ethnobotany
	13. SS120 Geography
	14. SS130 Intro to Sociology
	15. SS125 Geography of the Pacific
	16. AG110 Crop Production
	17. SC098 Survey of Science
4. **Miscellaneous**

***Note: Point of Clarification*** *– DAP oversees all academic programs of the College, she is ex-officio member of CC; she is also a member of a reader team. Thus, she actively participates in the ongoing review process of all course outlines. My position is that I.Cs. must by the nature of their roles, “review” –Course Modification Format (to ensure that faculty members offering similar courses are dialoguing as reflected in the Course Modification Request (Curriculum Handbook, p. 12 &* ***Instructional Coordinator, Duties:*** *Coordinates instructional programs, courses, workshops, and trainings for the campus; acts as liaison between administration (VPIA’s Office) and instructional faculty; supervises instructional faculty; may teach one class per semester; serves on committees as assigned. Provides effective communication between the campus and Dean of Academic Program Office. Also promotes effective communication between the campus faculty and faculty in the same content area throughout the college*.Secretary informed the committee of the final vote count for AP3202 Instructional Program Review. Total number of members voted was nine. Approval of AP3202 with suggested corrections was 9 votes yes, 0 votes no. Five members did not vote.Member Sue stated her concern about the quality of the committee’s performance given the high number of vacancies on the committee. Discussion was also made regarding the total size and number of vacancies of the committee. It was confirmed that there are two positions for the education program due to the bachelor’s degree offered. It was also confirmed that Kosrae campus only has one position on the committee due to its size, similar to FMI. This brings a total count of 19 slots on the CC committee. Vacancies were acknowledged in the following programs: Education, General Education, Micronesian Studies, Marine Science, and ACE. DAP stated that she has communicated with IC’s about filling vacancies and that they will look at trying to pull back some members that had been removed from the committee due to the confusion of representation. It was mentioned by VPIA Karen Simion and VPIEQA Carol Kocel that the national campus had too many members and there was not a balance of representation with the other campuses. However, Chair informed VPIEQA that CC committee representation was by program, not campuses; thus the need to fill as many vacancies as possible.It was also discussed that zero course outlines had been assigned at this time and the committee seems not to have accomplished much of anything substantial. It was noted that course outlines had not been assigned because the final membership had not been established for reasons stated above. Chair stated that course outlines will be assigned to reader teams made up of current membership and that additional reader teams will be established as members are added to the committee. 1. **Adjournment** – Motion to adjourn was given by Gardner and seconded by Debra. Chair ruled that meeting was adjourned at 1:53pm.
 |

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

|  |
| --- |
| **Handouts/Documents Referenced:** |

CC Meeting Agenda for 10/7/19 |
| Meeting Minutes dated 9/9/19 |
| Meeting Minutes dated 9/23/19 |
| CO for IS260 Computer Information Systems |
| CO for SS100 World of Work  |
| CO for BU270 Principles of Marketing |
|  |
| **College Web Site Link:**  |
| **Prepared by:** | Cindy M. Edwin | **Date Distributed:**  | 10/8/19 |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes:
 |
| **Submitted by:**  |  | **Date Submitted:** |  |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:*** Motion 1: To adopt meeting minutes dated 9/9/19 and 9/23/19 pending suggested spelling corrections.
* Motion 2: To approve IS260 CO for endorsement with the condition that the group size identified in CSLO 2 assessment strategies be omitted.
* Motion 3: To approve SS100 CO for endorsement.
* To follow up with initiator for BU270 CO to ensure committee has the most recent updated version and to review comments regarding alignment of ISLOs and PSLOs.
* Electronic approval for endorsement of AP3202 Instructional Program Review with 9 votes yes, 0 votes no.
* Confirmation of committee size of 19 positions and six vacancies from various programs to be filled.
 |