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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| October 21, 2019 | 1:00PM  | Board Conference Room |
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| **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 |  |
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| **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 – October 7th 2019 minutes.
3. Urgent Matters:
	1. Reader Teams – See Updated Reader Teams (September 23rd Minute listing is the latest)
	2. Reader Teams and Assigned Course Outlines (for information)
	3. Proposed CC Course Outline Process (within CC).
4. Course Outline for Endorsement
	1. BU270 – Principles of Marketing *(send out CO, CMF and Checklist and Comments from Cindy)*
	2. IS245 – Digital Image Editing and Design *(send out CO, CMF and Checklist from readers)*
5. New Items
6. Upcoming Agenda Items:
	1. IS280 Intro to Networking – Lynn Sipenuk and Cindy Marie ( Need updating)
	2. SS111 Cultural Anthropology (Charles & Robert)
	3. VEE223 PC Repair (Need checklist from CTEC A)
	4. VSP121 Industrial Safety (Alton & Tioti)\*double check if course is endorsed or not
	5. IS230 Database Design (Sue & Deeleeann or any rep from ACE Math)
	6. BU110 Business Math – (Kasi & Joy)
	7. MS150 Statistics – Alton and Tioti
	8. SC250 General Botany – Maria and Jennifer
	9. SC130 Physical Science – (Gardner and Debra)
	10. SS/SC115 Ethnobotany - (Charles and Robert)
	11. SS120 Geography – (Kasi & Joy)
	12. SS130 Intro to Sociology - (Debra & Gardner)
	13. SS125 Geography of the Pacific - (Kasi and Joy)
	14. AG110 Crop Production – (Maria D. and Jennifer H.)
	15. SC098 Survey of Science - (Marvey and Sharon)
7. Miscellaneous
8. Adjournment
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| **Discussion of Agenda/Information Sharing:**1. **Welcoming Remarks/Roll Call/Overview of Agenda – Chairperson**

Chair called the meeting to order at 1:06 PM, verified quorum, and facilitated a brief review of the agenda. 1. **Approval of Minutes – Secretary/All Members** - October 7th 2019 minutes.

Motion 1: A motion was made by Sue and seconded by Joy to adopt meeting minutes dated 10/7/19. With no additional comments or concerns, the motion carried unanimously with 7 votes yes, 0 votes no.1. **Urgent Matters:**
	1. Reader Teams – See Updated Reader Team (September 23rd Minute listing is the latest)
	2. Reader Teams and Assigned Course Outlines (for information)

The reader team list was updated to reflect the changes to course outline assignments.

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| Reader Team | Course Outline Assignment |
| Team 1: Charles Aiseam & Robert Spegal | SS/SC115 – Ethnobotany (new assignment)*Chair received the checklist from Charles.* |
| Team 2: Kasiano Paul and Sharon Oviedo | SC130 – Physical Science (new assignment)*Chair hasn’t received anything back.* |
| Team 3: Lynn Sipenuk & Cindy Marie Edwin | IS280- Intro to Hardware and Networking *According to SS Division, CO has been forwarded to National IC* |
| Team 4: Alton Higashi & Tioti Bauro T. | MS150- Statistics*Request a copy from original author of what has been done so reviews can be made.* |
| Team 5: Susan Moses & Deeleeann Daniel or anyone from ACE program | IS230- Database Design*Sue reported that this was completed last spring. The reader team met with the author and questions/concerns were addressed. The checklist and final CO were brought to CC and was to be voted on electronically at the May meeting. Marlene was still member of the committee and shared her concerns after the work had been completed. Reader team deemed the CO for RFA.*  |
| Team 6: Gardner Edgar & Debra Perman | SC130 Physical Science |
| Team 7: Kasiano Paul & Joy Guarin | SS120 – Geography need update from reader team (need update)*Chair is waiting for the one from Marvey from SS division and will email to members once received.* |
| Team 8: Maria Dison & Jennifer Helieisar | AG110 – Crop ProductionSC250 – General Botany *\* Only the Course Outlines are available, but missing CMF and old course outlines.**\* Dana looking at current CO for SC250 and provide input. IC will oversee.**\* AG110 – Kioshy has been tasked to take over the revision by looking at what has been submitted to the committee, with the CMF for faculty to have their input to the revised course outline.* |

* 1. Proposed CC Course Outline Process (within CC).

Members agreed to have this scratched from the agenda.* 1. Nominations for Vice Chair position

Chair opened the floor for nominations for vice chair. Joy nominated Sharon, to which Sharon respectfully declined. Sharon nominated Lynn Sipenuk of Chuuk campus. Lynn accepted the nomination. Sue closed the nominations and members voted with 7 yes, and 0 No. Effective immediately, Lynn is the new vice chair of CC.1. **Course Outline for Endorsement**
	1. IS230 – Database Design

Motion 2: A motion was made by Jenny and seconded by Joy that the committee approve IS230 for endorsement based on the checklist and reviews completed by reader team, Sue & Deeleann. Motion carried unanimously with 7 votes yes, 0 votes no.* 1. BU270 – Principles of Marketing *(send out CO, CMF, and Checklist and comments from Cindy)*

Motion 3: A motion was made by Sue and seconded by Jenny that the committee approve BU270 CO for endorsement since the alignment of the SLOs has been addressed per recommendation from reader team. Motion carried unanimously with 7 votes yes, 0 votes no.* 1. IS245 – Digital Image Editing and Design (*send out CO, CMF, and checklist from readers*)

Motion 4: A motion was made by Jenny and seconded by Sharon to approve IS245 CO for endorsement with the suggested change of the following: insertion of an asterisk to the CSLO to be assessed and change the action verb in 6.1 from Understanding to Demonstrate understanding. Motion carried unanimously with 7 yes votes, 0 votes no.Alton requests that a training based on IS245 CO be conducted at Chuuk campus 1. **New Items** – None
2. **Upcoming Agenda Items**:
	1. IS280 Intro to Networking – Lynn Sipenuk and Cindy Marie ( Need updating)
	2. SS111 Cultural Anthropology (Charles & Robert)
	3. VEE223 PC Repair (Need checklist from CTEC A)
	4. VSP121 Industrial Safety (Alton & Tioti)\*double check if course is endorsed or not
	5. ~~IS230 Database Design (Sue & Deeleeann or any rep from ACE Math)~~
	6. BU110 Business Math – (Kasi & Joy)
	7. MS150 Statistics – Alton and Tioti
	8. SC250 General Botany – Maria and Jennifer
	9. SC130 Physical Science – (Gardner and Debra)
	10. SS/SC115 Ethnobotany - (Charles and Robert)
	11. SS120 Geography – (Kasi & Joy)
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	14. AG110 Crop Production – (Maria D. and Jennifer H.)
	15. SC098 Survey of Science - (Marvey and Sharon)
3. **Miscellaneous**

Information sharing with DAP and major issues discussed was updating of course outlines for October 2019 to be worked on and as soon as the CO are located, they will be assigned to reader teams. Some are already updated.1. **Adjournment** – Motion to adjourn was given by Joy and seconded by Jenny. Chair ruled that meeting was adjourned at 1:50pm.
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| **Handouts/Documents Referenced:** |

CC Meeting Agenda for 10/21/19 |
| Meeting Minutes dated 10/8/19 |
| Updated reader teams per 10/15 email |
| CO for IS230 Database Design |
| CO for BU270 Principles of Marketing |
| CO for IS245 Digital Image Editing and Design |
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| **College Web Site Link:**  |
| **Prepared by:** | Jennifer Helieisar | **Date Distributed:**  | 11/05/19 |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes:
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| **Submitted by:**  |  | **Date Submitted:** |  |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:*** Motion 1: To adopt meeting minutes 10/7/19.
* Motion 2: To approve IS230 CO for endorsement.
* Motion 3: To approve BU270 CO for endorsement.
* Motion 4: To approve IS245 CO for endorsement with the conditions that an asterisk be inserted next to the CSLO to be assessed and change the action verb in 6.1 from Understanding to Demonstrate understanding
* Lynn Sipenuk is elected the new Vice Chair of the committee.
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