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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| December 2, 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 | Kyoshi Phillip |  | X |
| 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 | Marvey Elias | X |  |
| 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
3. 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, verified quorum, and facilitated a brief review of meeting activities as there was no agenda provided. Chair stated that due to the schedule mix up, only minutes would be voted on and all previous upcoming agenda items are postponed until the next scheduled meeting on December 9, 2019. Ex-Officio clarified that upcoming policies to be reviewed are Syllabus, Textbook Adoption, and Final Grade Reports. 1. **Approval of Minutes – Secretary/All Members** - Secretary stated that all suggestions/corrections for the draft Minutes dated 11/18/19 had been implemented.

**Motion 1:** A motion was made by Sue and seconded by Jennifer to adopt meeting minutes dated 11/18/19. With no additional comments or concerns, the motion carried unanimously with 5 yes votes and 0 votes no.1. **Adjournment** – Chair ruled that meeting was adjourned.
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| **Handouts/Documents Referenced:** |

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| **College Web Site Link:**  |
| **Prepared by:** | Cindy M. Edwin | **Date Distributed:**  | 1/23/2020 |
| **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 11/18/19.
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