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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| February 10, 2020 | 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 |  |  |  |
| 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  | Alvin Sinem  |  | 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 – 27 January 2019 minutes.
3. Urgent Matters: (from VPIA /DAP/EC/IC)
4. Course Outline for Endorsement
	1. SS120 – Introduction to Geography (for endorsement)
	2. VSP121 – Industrial Safety (for endorsement CTEC)
5. New Items: (Update)
6. Upcoming Agenda Items:
	1. SC250 General Botany – (Maria and Jennifer)
	2. SC130 Physical Science – (Gardner and Debra)
	3. SS/SC115 Ethnobotany-(Charles and Robert)
	4. SS130 Intro to Sociology (Debra & Gardner)
	5. SS125 Geography of the Pacific (Kasi and Joy) (awaiting initiator – SS Division)
	6. AG110 Crop Production – (Maria D. and Jennifer H.)
	7. SC098 Survey of Science (Marvey and Sharon)
	8. CA in Carpentry and Electricity (CE) (assigned to Alton and Joy)
	9. VEE 223 – Hardware and Software
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, verified quorum, and facilitated a brief review of the agenda. Member Sue inquired about feedback to the committee regarding policies and feedback provided in December 2019. Chair stated that he submitted the memo to VPIA in regards to the reviewed policies, however, has not received feedback to share with the committee. Chair noted to request a follow up.1. **Approval of Minutes – Secretary/All Members** - January 27, 2020

Motion 1: Sue motioned for minutes for meeting dated January 27, 2020 be approved. The motion was seconded by Joy. With no further discussion, minutes were approved with 9 votes yes, 0 votes no.1. **Urgent Matters: (from VPIA /DAP/EC/IC)**

VPIA – February 3, 2020 Memo in response to declared state of Health Emergency…for information.1. **Course Outline for Endorsement**
	1. SS120 – Introduction to Geography (for endorsement)

During discussion, it was noted that the version of the SS120 course outline provided to the committee was not the most current version. Chair stated that he would distribute the correct version via email and requested committee members to review and submit votes electronically by Friday, February 14, 2020.* 1. VSP121 – Industrial Safety

During discussion, it was noted that the version of the VSP121 course outline provided to the committee required minor corrections. It was noted that there were multiple asterisks instead of 1, the textbook needed to be updated, and that assessment strategies did not reflect each outcome. Chair stated that he would distribute an updated version via email and requested committee members to review and submit votes electronically by Friday, February 14, 2020.* 1. VTM150 – Certificate of Achievement in Career Education with Emphasis on Motor Vehicle Mechanic Cooperative Education (for endorsement)

During discussion it was noted that not all members had an opportunity to review the VTM150 course outline. Chair requested that members review the course outline and vote electronically by Friday, February 14, 2020. 1. **New Items: (Update)**

Chair stated that he is working on coordinating refreshments for the Curriculum Committee.1. **Upcoming Agenda Items:**
2. SC250 General Botany – (Maria and Jennifer)
3. SC130 Physical Science – (Gardner and Debra)
4. SS/SC115 Ethnobotany-(Charles and Robert)
5. SS130 Intro to Sociology (Debra & Gardner)
6. SS125 Geography of the Pacific (Kasi and Joy) (awaiting initiator – SS Division)
7. AG110 Crop Production – (Maria D. and Jennifer H.)
8. SC098 Survey of Science (Marvey and Sharon)
9. CA in Construction Electricity (CE) (assigned to Alton and Joy)
10. VEE223 – Hardware and Software
11. **Miscellaneous -** None
12. **Adjournment**

Chair ruled that the meeting was adjourned at 1:45pm. |
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| **Handouts/Documents Referenced:** |

CC Meeting Agenda for 2/10/20 |
| Meeting Minutes dated January 27, 2020 |
| SS120 – Introduction to Geography Course Outline |
| VSP121 – Industrial Safety Course Outline |
| VTM150 – Cooperative Education Course Outline |
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| **College Web Site Link:**  |
| **Prepared by:** | Cindy M. Edwin | **Date Distributed:**  | 2/17/2020 |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes:
 |
| **Submitted by:**  |  | **Date Submitted:** |  |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:*** Adopted minutes dated January 27, 2020
* Elected to vote electronically by Friday, February 14, 2020, for the following course outlines:
	+ SS120 Introduction to Geography
	+ VSP121 Industrial Safety
	+ VTM150 Cooperative Education
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