**College of Micronesia–FSM** **Minutes Reporting Form**

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|  **Meeting Group:** |  Curriculum Committee |

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| **Date:**  | **Time:**  | **Location:**  |
| 09/09/20 | 1:00 PM Pohnpei time | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
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| **Activities** | **Deadline** | **Person Responsible** |
| **Ensure all programs are represented on Curriculum Committee for AY2020-2021. [Prioritize nomination of members for CC].**1. Write a memo to ICs of all campuses to address prioritization of CC membership in order to ensure continuity in CC services for the College.
 | Next committee meeting | Chair |
| **Teachers from different campuses teaching the same course could have consolidated 1-2 hour live sessions with students once a week. – Summary of Student and Faculty Evaluation – Summer 2020.**Vice Chair proposed that on site assistance be provided to students who have difficulty with learning via online only. It helps to have assistance on site to guide students through their work. Chair shared that in Schoology, there is a feature for linking devices that IT is working on as a tool for consolidation. Chair will clarify with IT and inform members at the next meeting. | Clarify with IT on consolidation tool in Schoology | Chair |
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| **Members:** |
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| **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** |
| AAS Technology & Trades Program Representative | Gardner Edgar | [x]  | [ ]  |  |
| ACE Representative | (vacant) | [x]  | *[ ]*  |  |
| ANRM Program Representative | Kyoshi Phillip | [x]  | [ ]  |  |
| Chairperson/ Liberal Arts Program Representative - Chair | Kasiano Paul | [x]  | [ ]  |  |
| Chuuk Campus Program Representative (1 of 2) – Vice Chair | 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) | [ ]  | [x]  |  |
| Ex-Officio (DAP) | Maria Dison | [ ]  | [x]  |  |
| FMI Campus Program Representative  | Tioti Taburea  | [ ]  | [x]  |  |
| General Education Program Representative | (vacant) | [ ]  | [x]  |  |
| HTM, CoA Business Program Representative | Debra Perman | [ ]  | [x]  |  |
| Kosrae Campus Program Representative  | Sharon Oviedo | [x]  | [ ]  |  |
| LRC Representative - Secretary | Jennifer Helieisar  | [x]  | [ ]  |  |
| Marine Science Program Representative | (vacant) | [ ]  | [x]  |  |
| Micronesian Studies Program Representative | Marvey Elias | [ ]  | [x]  |  |
| Public Health/ Nursing Program Representative | Robert Spegal  | [x]  | [ ]  |  |
| Secretary/Business Administration/ Computer Information Systems Program Representative | (vacant)  | [ ]  | [x]  |  |
| Yap Campus Program Representative  | Joy Guarin  | [x]  | [ ]  |  |

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| **Agenda:****Welcoming Remarks/Overview of Agenda (Chairperson)****Urgent matters**1. **Suggested CC Meeting Schedule for 2020-2021**

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| **Fall 2020 August 17**  | **Spring 2021 January 4** |
| **August 24** | **January 18** |
| **September 7** | **February 1** |
| **September 21** | **February 15** |
| **October 5** | **March 1** |
| **October 19** | **March 15** |
| **November 2** | **March 29** |
| **November 16** | **April 26**  |
| **November 30** | **May 10** |

1. **Suggested CC agenda items for first meeting: (by VPIEQA)**
	1. Ensure all programs are represented on Curriculum Committee for AY2020-2021. [Prioritize nomination of members for CC]. Due by the first meeting of CC (Monday 17th August TBC)
	2. “Curriculum and Assessment monthly update” a joint communication to be shared broadly across the college to update on the status of work on Program Reviews and Course Outlines. Due by end of September.
2. **Suggested CC Agenda Item for first meeting: (by DAP)**
	1. None (via email)
3. **Suggested agenda item: (IC)**
	1. None (via email)
4. **Suggested CC agenda item for first meeting (by Chair)**
	1. Prioritize course outline for 2020 endorsement process – action plan CC&AC combined meeting
	2. Choose meeting medium for CC meeting (ZOOM or Schoology Conference)
	3. Addressing Communication issues in curriculum (Committee, Readers, and Initiators) – CC&AC combined meeting
	4. Have Schoology training for students before fall semester begins – Summary of Student and Faculty Evaluation – Summer 2020.
	5. Teachers from different campuses teaching the same course could have consolidated 1-2 hour live session with students once a week. – Summary of Student and Faculty Evaluation – Summer 2020.
5. **Suggested CC agenda item for first meeting: (by Members)**

6.1 Reduce teaching load for CC Faculty members – Member D. Perman6.2 Distance Learning Policy and Online learning (by Sue)**Follow up on the following course outlines.****New Items:** **Distance Learning Policy and CC’s Role****Upcoming Agenda Items:****Miscellaneous****Adjournment** |
| **Agenda/Major Topics of Discussion:****Welcoming Remarks/Roll Call/Overview of Agenda – Chairperson**Chair opened meeting with welcoming and an announcement of Acting President’s presence at the first CC Meeting. This is to address the concern raised regarding distance learning and online learning. Following are some general ideas shared by Acting president:* 1. She has worked on some policies last summer that would lay down the requirements for online course to be qualified for distance learning to be recognized by ACCJC.
	2. These policies would set the qualifications of faculty to meet the set standard(s).
	3. Possible compensation for faculty members providing distance learning
	4. Certain areas where (both the policy making and policy incorporation) will impact/affect CC.
	5. Finally, Acting President alerts CC members to await the drafted policies as she is currently working closely with two faculty members in the development of these distance learning policies.

Acting president concluded her information sharing by responding to questions raised by some CC members and clarifying issues raised by other CC members.1. **Suggested Meeting Schedule for AY2020-2021**

Members present were given time to review the suggested meeting schedule. Most members are open to the set dates in the CC meeting calendar; however, the preferred meeting day and time is Wednesdays at 1-2pm. Chair affirmed that next meeting will be on Wednesday at 1:00 to 2:00 p.m. 1. **Suggested CC agenda items for first meeting: (by VPIEQA)**
	1. **Ensure all programs are represented on Curriculum Committee for AY2020-2021. [Prioritize nomination of members for CC]. Due by the first meeting of CC (Monday 17th August TBC)**

In response to questions raised pertaining clarification of the phrase “prioritize nomination of members for CC”, members shared their own view points of the phrase and after some discussion on the issue, members suggested that Chair write a memo to ICs of all campuses to address prioritization of CC membership in order to ensure continuity in CC services for the College. A suggestion was made to keep the members as it is now and prioritize members for programs that have no representation yet. The minutes can be used as a starting point as it includes names and programs that are represented as well as those programs that are not yet represented on the committee.* 1. **“Curriculum and Assessment monthly update” a joint communication to be shared broadly across the college to update on the status of work on Program Reviews and Course Outlines. Due by end of September.**

To help expedite work for the committee, Chair will prioritize course outlines and policies that come to the committee. 1. **Suggested CC Agenda Item for first meeting: (by DAP)**
	1. None (via email)
2. Suggested agenda item: (IC)
	1. None (via email)
3. **Suggested CC Agenda for First Meeting (Chair)**
	1. **Prioritize course outline for 2020 endorsement process – action plan CC&AC combined meeting**

Chair emphasized that course outlines will be prioritized and will work with IT to help expedite the process of posting online.* 1. **Choose meeting medium for CC meeting (ZOOM or Schoology Conference)**

Most members chose Zoom as their preferred mode for meeting.* 1. **Addressing Communication issues in curriculum (Committee, Readers, and Initiators) – CC&AC combined meeting**

Chair will work with Vice Chair and Secretary to move things faster (via email or during Zoom meetings).* 1. **Have Schoology training for students before fall semester begins – Summary of Student and Faculty Evaluation – Summer 2020.**

This item was excluded as the timeline had already passed.* 1. **Teachers from different campuses teaching the same course could have consolidated 1-2 hour live sessions with students once a week. – Summary of Student and Faculty Evaluation – Summer 2020.**

Teaching online via the use of online modules alone can be difficult for students and it helps to have on site assistance provided to students in addition to the online learning. Chair shared that in Schoology, there is a feature for linking devices that IT is working on as a tool for consolidation. Chair will clarify with IT and inform members at the next meeting.1. **Suggested CC agenda item for first meeting: (by Members)**

**6.1. Reduce teaching load for CC Faculty members – Member D. Perman****6.2. Distance Learning Policy and Online learning (by Sue)**The committee seeks the administration’s consideration and approval for compensation for the instructional design work put into the developmental phase of online courses taught beginning in summer 2020 for faculty and for non-instructional offices.The primary issue for Distance Learning regarding course outlines is the lack of inclusion of online delivery of courses in the templates for course outlines. A recommendation was made to include an area for Distance Learning in course outlines. 1. **New Items** – None
2. **Upcoming Agenda Items**:
3. **Miscellaneous**
4. **Adjournment** – Chair ruled that meeting was adjourned at 2:03 p.m.
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| **Comments/Upcoming Meeting Date & Time/Etc.:**  |
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| **Handouts/Documents Referenced:**  |
| None |

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| **College Web Site Link:** |
| http://www.comfsm.fm/ |

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| **Prepared by:** | J. Helieisar | **Date Distributed:** | 09/21/20 |

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| **Approval of Minutes Process & Responses:** |
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| **Action by President:** |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |