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

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

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| **Date:**  | **Time:**  | **Location:**  |
| 10/21/20 | 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** |
| MOTION 1: Joy moved and seconded by Lynn to adopt agenda with the suggested changes proposed by Chair that 9/23/20 minutes be inserted into the agenda to be voted on and to move up *Course Outline for Endorsement AC131* and *Course Modification Request on Behalf of Education* to Urgent Matters and for *AC220* to be taken out of the agenda. With no additional comments or concerns, the motion carried unanimously with 19 votes yes, and 0 votes no. |  |  |
| MOTION 2: The committee voted unanimously to adopt the 9/23/20 minutes with 19 votes yes, and 0 votes no. |  |  |
| MOTION 3: Lynn moved and seconded by Sue to adopt the 10/7/20 minutes. With no additional comments or concerns, the motion carried unanimously with 19 votes yes and 0 votes no. |  |  |
| MOTION 4: Chair moved that the AC131 be endorsed by the committee. With no additional comments or concerns, the motion carried with 17 votes yes, and 0 votes no and 2 abstains. |  |  |
| MOTION 5: It was moved by Sue and seconded by Jennifer that the committee approves the course modification request for all of the education courses with a passing grade of C- effective spring 2021. Monica questioned whether this would affect freshmen courses to which Alton clarified that this only pertains to education courses. Chair questioned whether this would affect other courses and Sue responded that this was requested to address the quality of the education program for our students. With no additional comments or concerns, the motion carried unanimously with 19 votes yes, and 0 votes no. |  |  |

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| **Members:** |
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| **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** |
| AA Liberal Arts Rep | Kasiano Paul (NC) | [x]  | [ ]  |  |
| CC Programs Rep  | Lynn Sipenuk (CC) | [x]  | *[ ]*  |  |
| LRC Rep | Jennifer Helieisar (NC) | [x]  | [ ]  |  |
| Dean Academic Programs | Maria Dison | [ ]  | [x]  | Report |
| AAS Tech & Trade Rep | Gardner Edgar (CTEC) | [x]  | [ ]  |  |
| CTEC HTM/CoA Bus. | Debra Perman (CTEC) | [x]  | [ ]  |  |
| CoA Technology & Trades Programs | Xavier Yarofmal (CTEC) | [x]  | [ ]  |  |
| AFT Program Rep | IC Taylor - until vacant position filled (CTEC) | [x]  | [ ]  |  |
| CC Education Rep | Alton Higashi (CC) | [x]  | [ ]  |  |
| KC Programs Rep | Sharon Oviedo (KC) | [x]  | [ ]  |  |
| FMI Programs Rep | Alvin Sinem (FMI) | [x]  | [ ]  |  |
| YC Programs Rep | Joy Guarin (YC) | [x]  | [ ]  |  |
| Education Program | Susan Moses (NC) | [x]  | [ ]  |  |
| NC Health Science Rep  | Robert Spegal (NC) | [x]  | [ ]  |  |
| KC Programs Rep | Annemarie Jameson | [ ]  | [x]  | Medical referral |
| Agriculture Natural Resource Management & CoA Ag. & Food Rep | Kiyoshi Phillip (NC) | [ ]  | [x]  |  |
| Micronesian Studies & Trial Counselor Rep | Marvey Elias (NC) | [x]  | [ ]  |  |
| CC Programs Rep | Ada Anep (CC) | [x]  | [ ]  |  |
| LA/HCOP Rep | Mike Dema | [ ]  | [x]  |  |
| Marine Science Rep | Peltin Olter-Pelep | [x]  | [ ]  |  |
| ACE Program Rep | Tendy Liwy (CTEC) | [x]  | [ ]  |  |
| Business Admin / CIS Program Rep | Jean-Pierre Lukusa (NC) | [x]  | [ ]  |  |
| GenEd | Monica Rivera (NC) | [x]  | [ ]  |  |
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| **Agenda:**1. **Overview of Agenda**

Review of Agenda & Adoption of Agenda *(with changes if any)*1. **Review and Approval of Minutes**
2. 9/23/20
3. 7th October 2020 *(review prior to meeting) – to be voted on electronically*
4. **Urgent matters**
5. Agenda item by **VPIEQA**: (*See attached Shared Governance – Executive review*)
6. Include TOR review on first committee meeting’s agenda – for review and action
	1. *Membership Listing is consistent with what’s posted on WIKI*
	2. *TOR – Director of CTEC – now “CTEC Dean”.*
7. Look at the summary of recommendations (p3-4) of the [Governance Review](https://docs.google.com/document/d/1rfYc6kkKvyE4YSCR-Q_xrfH36CsP0VFg/edit) – are there any action points specifically for your committee?
	1. Clarify timeline for next review of BP220 & BP6026
	2. Update Director to “CTEC Dean” – What about other campuses?
8. Look at the results in your committee spotlight in chapter 4 of the [Governance Review](https://docs.google.com/document/d/1rfYc6kkKvyE4YSCR-Q_xrfH36CsP0VFg/edit). Considering these results, does your committee:

**a) need to take any actions to improve:**  1. Membership Listing is updated: roll call corresponds with WIKI listing (Chair) 2. Lower human resources to support its functions: 3. Improve Communication – 3 Working Days to communicate Agenda, Minutes, Course Outlines, Policies and Procedures, Memos for Endorsed Course Outlines, (Chairs: not sufficient) 4. Records/Documentation: CC files and WIKI – Committee Name – Year, Month, Day – Document Type (*E.g. CC – 2020-10-07 – Minutes*) 5. Membership: Respect and Courtesy; Preparedness of CC documents? 6. Communication Technology: Zoom or Schoology Conference – *CC members agreed to use Zoom CC Meetings***b) have any comments to add to the document?**  1. Reduce Course Load for CC Members:**c. Discuss and share any additions with VPIEQA** -  *(Outcome of discussion to be shared with VPIEQA by Secretary Jennifer).*1. **Course Outline for Endorsement (Moved up to Urgent Matters)**
	1. AC131 – For Endorsement based on suggestions from CC latest review (to be voted on electronically) - Need action by chair before 10/21/20.
	2. AC220 – For endorsement based on suggestion from CC members and responses from initiator.
	3. Course Modification request on behalf of the Education faculty – (for voting)
2. **Follow up on the following course outlines. – (***See Attached Excel Sheet for Update)*
3. CE102 –Electrical Drawing & Sketching
4. CE103 – Basic Electricity I
5. CE104 – Basic Electricity II
6. CE110 – Workshop Practices
7. CE111 - Electrical Wiring I
8. CE112 –Electrical Wiring II
9. CE121 – Workplace Health & Safety
10. ESL089 – Reading V
11. ESL099 – Writing V
12. EN123 – Technical Communication
13. **New Items:**
14. **Updates:**
15. Update by **DAP’s desk:** *(Remaining Policies and Procedures)*
16. Update by **ICs desks:**
17. National IC desk:
18. Chuuk IC desk:
19. CTEC IC desk: ESL089; ESL099; and EN123 (pending reader team assignment)
20. Kosrae IC desk:
21. Yap IC desk: Class 4 Engineering and Class 4 Navigation Course Outlines
22. FMI IC desk: Class 4 Engineering and Class 4 Navigation Course Outlines
23. Update by Officers/Chair:
24. CC members Listing – TOR
25. Agenda item by CC Members:
26. **Upcoming Agenda Items:**
27. **Miscellaneous**
28. **Adjournment**

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| **Agenda/Major Topics of Discussion:**1. **Overview of Agenda**

Review of Agenda & Adoption of Agenda *(with changes if any)*Chair called the meeting to order at 1:00 pm, verified quorum, and facilitated a brief overview of the agenda. Vice Chair announced that at the next campus wide meeting, the college will kick off with ISER, Institutional Self-Evaluation for the college’s next accreditation in 2023. CC will be assigned with Standard IIA which is Instructional Programs. The officers are involved with overseeing the write up, but Vice Chair and Secretary are also involved with Standard IIC. Library and Learning Support Services so CC members will be requested to assist.Chair requested that 9/23/20 minutes be inserted into the agenda to be voted on and to move up *Course Outline for Endorsement AC131,* and *Course Modification Request on Behalf of Education* to Urgent Matters and for *AC220* to be taken out of the agenda.MOTION 1: Joy moved and seconded by Lynn to adopt agenda with the suggested changes proposed by Chair that 9/23/20 minutes be inserted into the agenda to be voted on and to move up *Course Outline for Endorsement AC131* and *Course Modification Request on Behalf of Education* to Urgent Matters and for *AC220* to be taken out of the agenda. With no additional comments or concerns, the motion carried unanimously with 19 votes yes, and 0 votes no.1. **Review and Approval of Minutes**
2. 9/23/20 – final voting
	1. MOTION 2: The committee voted unanimously to adopt the 9/23/20 minutes.
3. 7th October 2020 *(review prior to meeting) – to be voted on electronically*
	1. MOTION 3: Lynn moved and seconded by Sue to adopt the 10/7/20 minutes. With no additional comments or concerns, the motion carried unanimously with 19 votes yes and 0 votes no.
4. **Urgent Matters**

**A. Course Outline for Endorsement*** 1. AC131 – For Endorsement based on suggestions from CC latest review (to be voted on electronically) - Need action by chair before 10/21/20.

Chair emailed the final version of AC131 course outline per suggestions made by Alton and Sue and proposed that members vote on it by campus. Sue clarified that per the committee’s TOR, a majority of the members are needed to approve an item on the agenda, thus votes will need to be cast by individual members instead of by campus.MOTION 4: Chair moved that the AC131 course outline be endorsed by the committee. With no additional comments or concerns, the motion carried with 17 votes yes, and 0 votes no and 2 abstain.* 1. Course Modification request on behalf of the Education faculty C- – (for voting)

Sue Moses shared that the course modification request form on behalf of Education faculty was submitted in July to modify the Evaluation section of all education course outlines to include the phrase “*To pass this course students must earn a final grade of C- or better*.” It was realized in a system wide education division meeting that none of the course outlines that were previously adopted by CC a year ago for the baccalaureate program in education had the requirement of passing grade of C or better in the evaluation section. MOTION 5: It was moved by Sue and seconded by Jennifer that the committee approves the course modification request for all of the education courses with a passing grade of C- effective spring 2021. Monica questioned whether this would affect freshmen courses to which Alton clarified that this only pertains to education courses. Chair questioned whether this would affect other courses and Sue responded that this was requested to address the quality of education for our students. With no additional comments or concerns, the motion carried unanimously with 19 votes yes, and 0 votes no.1. Agenda item by **VPIEQA**: (*See attached Shared Governance – Executive review*)
2. Include TOR review on first committee meeting’s agenda – for review and action
	1. *Membership Listing is consistent with what’s posted on WIKI*
	2. *TOR – Director of CTEC – now “CTEC Dean”.*
3. Look at the summary of recommendations (p3-4) of the [Governance Review](https://docs.google.com/document/d/1rfYc6kkKvyE4YSCR-Q_xrfH36CsP0VFg/edit) – are there any action points specifically for your committee?
	1. Clarify timeline for next review of BP2200 & BP6026
	2. Update Director to “CTEC Dean” – What about other campuses?
4. Look at the results in your committee spotlight in chapter 4 of the [Governance Review](https://docs.google.com/document/d/1rfYc6kkKvyE4YSCR-Q_xrfH36CsP0VFg/edit). Considering these results, does your committee:

**a) need to take any actions to improve:**  1. Membership Listing is updated: roll call corresponds with WIKI listing (Chair) 2. Lower human resources to support its functions: 3. Improve Communication – 3 Working Days to communicate Agenda, Minutes, Course Outlines, Policies and Procedures, Memos for Endorsed Course Outlines, (Chairs: not sufficient) 4. Records/Documentation: CC files and WIKI – Committee Name – Year, Month, Day – Document Type (*E.g. CC – 2020-10-07 – Minutes*) 5. Membership: Respect and Courtesy; Preparedness of CC documents? 6. Communication Technology: Zoom or Schoology Conference – *CC members agreed to use Zoom CC Meetings***b) have any comments to add to the document?**  1. Reduce Course Load for CC Members:**c. Discuss and share any additions with VPIEQA** -  *(Outcome of discussion to be shared with VPIEQA by Secretary Jennifer).*Chair facilitated a discussion on the Terms of Reference. Changes have been made for the position of Director of CTEC to CTEC Dean and is now reflected in the TOR.Under the section on Authority, members questioned the need for the channel of recommendations going through DCTE and it was suggested that DCTE was included to approve the course outlines for the vocational programs.1. **Adjournment**

MOTION 6: Gardner moved and seconded by Peltin for adjournment. Meeting was adjourned at 2:02pm. |

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| **Comments/Upcoming Meeting Date & Time/Etc.:**  |
| November 4, 2020 at 1PM via Zoom. |

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| **Handouts/Documents Referenced:**  |
| 1. 2020-2021 CC Reader Teams - Updated
2. CC - 2020-10-21 Agenda
3. AC 131 - Course Outline Post-Review Final (8.10.2020) Final
4. CC - CO, CMF, AP &BP Team Assignments from 2019-2020
5. CC 20200923\_Minutes\_final
6. CC Related Memos and Documents
7. CC\_Revised TOR\_2018 need revision
8. Course Outline - UPDATE
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| **College Web Site Link:** |
| http://www.comfsm.fm/ |

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| **Prepared by:** | J. Helieisar | **Date Distributed:** | 11/17/20 |

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