

College of Micronesia–FSM Minutes Reporting Form

Meeting Group:	Curriculum Committee
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Date:	Time:	Location:
09/09/20	1:00 PM Pohnpei time	Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:		
Activities	Deadline	Person Responsible
<p><u>Ensure all programs are represented on Curriculum Committee for AY2020-2021. [Prioritize nomination of members for CC].</u></p> <p>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.</p>	Next committee meeting	Chair
<p><u>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.</u></p> <p>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.</p>	Clarify with IT on consolidation tool in Schoology	Chair

Members:

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

Agenda:

Welcoming Remarks/Overview of Agenda (Chairperson)

Urgent matters

1. Suggested CC Meeting Schedule for 2020-2021

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	

2. Suggested CC agenda items for first meeting: (by VPIEQA)

- 2.1 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)
- 2.2 “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.

3. Suggested CC Agenda Item for first meeting: (by DAP)

- 3.1 None (via email)

4. Suggested agenda item: (IC)

- 4.1 None (via email)

5. Suggested CC agenda item for first meeting (by Chair)

- 5.1 Prioritize course outline for 2020 endorsement process – action plan CC&AC combined meeting
- 5.2 Choose meeting medium for CC meeting (ZOOM or Schoology Conference)
- 5.3 Addressing Communication issues in curriculum (Committee, Readers, and Initiators) – CC&AC combined meeting
- 5.4 Have Schoology training for students before fall semester begins – Summary of Student and Faculty Evaluation – Summer 2020.
- 5.5 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.

6. 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)

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 Interim 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 Interim president:

- a. 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.
- b. These policies would set the qualifications of faculty to meet the set standard(s).
- c. Possible compensation for faculty members providing distance learning
- d. Certain areas where (both the policy making and policy incorporation) will impact/affect CC.
- e. Finally, Interim 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.

Interim 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.

2. Suggested CC agenda items for first meeting: (by VPIEQA)

2.1 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.

2.2 "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.

To help expedite work for the committee, Chair will prioritize course outlines and policies that come to the committee.

3. Suggested CC Agenda Item for first meeting: (by DAP)

- a. None (via email)

4. Suggested agenda item: (IC)

- a. None (via email)

5. Suggested CC Agenda for First Meeting (Chair)

5.1 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.

5.2 Choose meeting medium for CC meeting (ZOOM or Schoology Conference)

Most members chose Zoom as their preferred mode for meeting.

5.3 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).

5.4 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.

5.5 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.

6. 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.

7. New Items – None

8. Upcoming Agenda Items:

9. Miscellaneous

10. Adjournment – Chair ruled that meeting was adjourned at 2:03 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

None

College Web Site Link:
<http://www.comfsm.fm/>

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
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