

**College of Micronesia – FSM**

**Committee Minutes Reporting Form**

<b>Committee or Working Group</b>			<i>Curriculum Committee</i>		
<b>Date:</b>		<b>Time:</b>		<b>Location:</b>	
Nov. 14, 2011		1:00 p.m.		BOR Conference Room	

<b>Members Present</b>				
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	
Committee Chair	Kathy Hayes	X		
Committee Vice-Chair	Taylor Elidok	X		
Secretary	Resida Keller	X		
National Faculty Rep.	Snyther Biza	X		
National Faculty Rep.	Mike Dema	X		
National Faculty Rep.	Paul Dacanay	X		
National Faculty Rep.	Mariana Ben Dereas	X		
National Faculty Rep.	Faustino Yarofaisug	x		
National Faculty Rep.	Susan Moses	X		
National Faculty Rep.	Madalena Hallers	X		
National Faculty Rep.	Joseph Felix Jr	X		
Cooperative Research Extension (CRE) Rep.	Jackson Phillip		X	
Chuuk Campus Faculty Rep.	Alton Higashi		X	
Kosrae Campus Faculty Rep.	Nena Mike		X	
National Campus staff Rep (IRPO)	Raleigh Welly		X	
National Campus staff Rep	Lore Nena	X		
Pohnpei Campus Faculty Rep.	Gardner Edgar		X	
Pohnpei Campus Faculty Rep	Debra Perman		X	
Pohnpei Campus Faculty Rep	Shirley Jano		X	
Pohnpei Campus Staff Rep	Maria Dison		X	
FMI Campus Faculty Rep.	Kasiano Paul		X	
FMI Campus Faculty Rep.	Alex Raiuklur		X	
Yap Campus Faculty Rep.	Joy Guarin		X	
Kosrae Campus Student Rep	Henry Benjamin		X	
Kosrae Campus Faculty	Rosalinda Bueno		X	

**Additional Attendees:**

**Agenda/Major Topics of Discussion:**

**I. New Business**

1. Program Reviews: TYAC (Third-Yr. Accounting Certificate)
2. TORs
3. Approval of Oct. 31 minutes
4. Next meeting: Nov. 28th

**Discussion of Agenda/Information Sharing:**

\*Teleconferencing did not occur as National campus had telephone problems which were not resolved by FSMTC by the time the meeting started, hence the absence of off-island participants.

1.) The committee was tasked to start evaluating Program reviews. The first program review to be assessed was the Third-year accounting certificate however Sue questioned how this was related to what the CAC is supposed to be doing (TORs) and a question of consistency and fairness in the evaluations came up. Was it possible to be consistent and fair in the evaluation of a program in the absence of an objective assessment tool such as a rubric? It was suggested that

faculty members who had gone to the program review assessment workshop in Hawaii last year be asked to bring forth handouts and forms of what they had gathered from the workshop to assist in the creation of an assessment tool for program reviews. The faculty identified were Magdalena Hallers, Taylor Elidok, Karen Simion, Jenny Hainrick and Rafael Pulmano. A deadline of next week was agreed upon. Kathy is also going to pull up feedback forms from the IAP handbook to help in creating a rubric for assessing program reviews. Evaluation of program reviews will be tabled until a rubric is finalized.

- 2.) TORs: A final look at the revised TORs before it is to be voted upon. Sue suggested that the wording of how information is to be disseminated and through which office (VPIA or Chairperson of CAC) in section G: Communication and Distribution of Information be consistent with wording as listed under D. Organization, specifically the chairperson's duties. Kathy will make the recommended changes and email the finalized TORs for a vote for approval.
- 3.) Approval of Oct. 31<sup>st</sup> minutes: Minutes were not distributed earlier to the CAC so a vote on the minutes could not take place. The secretary will distribute the minutes for comments today.
- 4.) Next regular meeting: Nov. 28<sup>th</sup>; 1pm; BOR

**Handouts/Documents Referenced:**

1. CAC TORs

**College Web Site Link:**

<b>Prepared by:</b>	<i>Resida S. Keller</i>	<b>Date Distributed:</b>	<i>11/17/11</i>
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**Approval of Minutes Process & Responses:** Minutes distributed for comments 11/17/11  
 Approved: Nov28th 2011

<b>Submitted by:</b>	<i>Resida S. Keller</i>	<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**

- 1.) Kathy is to look at feedback forms from the IAP handbook/workshop attendees and modify it to come up with a rubric that the CAC can use for assessing program reviews.
  - A deadline set for next week for the program review rubric to be finalized
  - CAC review of program reviews will be tabled until next meeting when a rubric for consistently assessing program reviews is finalized.
- 2.) Kathy will make the suggested changes to the TORs and send it out via email for a vote.
- 3.) No vote on minutes
- 4.) Next meeting: Nov. 28, 2011; 1pm BOR conference room