

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum Committee</i>	
Date:	Time:	Location:	
January 9, 2012	1:00 p.m.	BOR Conference Room	
Members Present			
Titles/Reps	Name	Present	Absent
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.	Delihna Ehmes	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 Faculty	Rosalinda Bueno		X
Chuuk Campus Faculty Rep	Lynn Sipenuk		X
Additional Attendees:			
Agenda/Major Topics of Discussion:			
<p>I. New Business</p> <ol style="list-style-type: none"> 1. Approval of all remaining course outlines 2. Program review: coming up with key points for reviewing program reviews 3. Approval of Nov. 28th and Dec. 13th minutes 4. Next meeting: January 23, 2012 			
Discussion of Agenda/Information Sharing:			
<ol style="list-style-type: none"> 1.) The committee was tasked to approve all of the remaining updated course outlines however, it was brought to the attention of the committee that “quorum” was not clearly indicated in the CAC outlines so a vote of the course outlines was deferred to the next meeting when this issue of quorum is to be clarified. 2.) Discussion about the program review evaluation process: it was clarified that the CAC will need to come up with key points that will be on a rubric that the CAC can use to systematically assess the program reviews. Because in a past meeting the CAC had moved to recommend that this process be done by faculty and staff who went to the assessment conference/workshop in Hawaii, Sue asked if these 			

individuals had been informed of this recommendation and what was the outcome. Kathy informed all that Karen and others were informed but they had nothing to contribute to this process as the conference was mostly about the use of data collection software such as tracdat which other colleges were using. It was suggested that the DAP be involved in this process of creating a rubric.

3.) Approval of Nov. 28th and Dec. 13th minutes: Approval of Minutes was deferred to the next meeting when the committee will work out issues with quorum. The secretary will distribute the minutes for the Dec. 13th minutes to the CAC for comments.

4.) Next regular meeting: January 23rd; 1pm; BOR

Handouts/Documents Referenced:

1. Updated list of Course outlines tracking document

College Web Site Link:

Prepared by:

Resida S. Keller

Date Distributed:

1/23/12

Approval of Minutes Process & Responses: Minutes distributed for comments 1/23/12

Submitted by:

Resida S. Keller

Date Submitted:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

- 1.) Kathy is to look at the updated By-laws and report back what it means to have “quorum” for the CAC so that it can be clarified.
- 2.) Kathy will ask that Karen Simion and ALO Frankie Harris join the next meeting to help clarify what the CAC needs to do with regards to program reviews and to provide assistance with a rubric to evaluate program reviews.
- 3.) No vote on minutes
- 4.) Next meeting: January 23, 2011; 1pm BOR conference room