

College of Micronesia – FSM

Committee Minutes Reporting Form

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|-----------------------------------|--|--------------|--|---------------------|--|
| Committee or Working Group | | | <i>Curriculum and Assessment Committee</i> | | |
| Date: | | Time: | | Location: | |
| Feb 20, 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 (interviewing) |
| 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:

- I. New Business**
 1. WIKI
 2. New Course proposal request—Readings in Non-Violence
 3. Course Modification request: VBM 104 Building Maintenance IV, VEM 110 (Refrigeration), VEM 110 (Electrical)
 4. Approval of Minutes: Aug. 26, Nov. 28, Dec. 13, Jan. 9, Jan. 23 (all minutes are available for viewing on Wiki).
 5. Course outline and Program Review Debrief—Ways to improve the process.
 6. Next meeting: March 5, 2012

Discussion of Agenda/Information Sharing:

- 1.) WIKI: Kathy wanted to encourage all CAC members to make use of the wiki and that if anyone has any questions on how to use it, they can ask or email Kathy.

- 2.) New Course Proposal Request—Readings in Non-Violence: Questions that the CAC members had with regards to this course proposal were as follows:
- Maria didn't get a copy of the request but raised the question of whether course could be used for other programs.
 - Sue questioned justification and mentioned that students need to be engaged in this dialogue for a new course; need to be informed of the purpose or the “why” of the course; whether it is going to be an elective or required course, and there needs to be a survey of both faculty/students to determine its need.
 - Lynn suggested that a survey be conducted in reading classes to see what students think.
 - Details such as institutional cost (seat costs and other costs) need to be provided
 - The CAC decided that it needed to be taken back to the author so that he can address some of the above questions. Kathy will draft and take back the CAC's requests to the author for consideration.

- 3.) Course Modification request: VBM 104 Building Maintenance IV, VEM 110 (Refrigeration), VEM 110 (Electrical):

- VBM Building Maintenance: This course is needed to be modified as the original course outline was too in-depth for a single course and was focused more on the Landscaping and Horticultural side rather than the exterior maintenance basics that it was supposed to be about; course needs to be simplified to the basics to meet SLO 4, 5 and 6.
- Sue questioned clarity of “maintenance” as used in the course modification request/outline.
- Gardner will take back the request to the author to clarify/modify the wording.

As for the VEM110 (Refrigeration) and VEM 110 (Electrical):

- Gardner explained that these are not modifications but proposals requesting that these two courses be adopted since they are better tailored to the skills needed for these specific areas (electrical and refrigeration) as compared to the general SLOs that were listed in the course outline.
- Modification suggestion was made that the two separate courses be identified with an appropriate letter (i.e. VEM 110r for refrigeration);
- With the discussion and explanations, Sue moved for adoption of the proposed courses; Shirley seconded the motion. The vote was unanimous for adoption and carried.

- 4.) Approval of Minutes: Aug. 26, Nov. 28, Dec. 13, Jan. 9, Jan. 23 (all minutes are available for viewing on Wiki).: Sue had identified minor corrections on the minutes so she provided the secretary with copies of the minutes with her minor changes for revision and moved that all the minutes be adopted with the minor changes to be made. Gardner seconded the motion. The vote was unanimous in favor of adopting and approving the minutes with minor corrections.

- 5.) Course outline and Program Review Debrief—Ways to improve the process: This item was tabled until the next meeting due to lack of time. Kathy encouraged everyone to be thinking about the process and that she will open up a discussion page on the wiki for this item so that all can provide input on how to improve the process. Gardner asked that Karen Simion (DAP) give feedback on the process based on what she has received from others involved in program prioritization.

- 6.) Next meeting: March 5, 2012

Handouts/Documents Referenced:

1. New Course Proposal Request: Readings in Non-Violence (available on wiki)
2. Course Modification Requests for VBM 140; VEM 110 (Refrigeration) and VEM 110 (Electrical)

College Web Site Link:

Prepared by:

Resida S. Keller

Date Distributed:

2/28/12

Approval of Minutes Process & Responses: Minutes distributed for comments 2/28/12

1. Sue moved for approval of the Aug. 26, Nov. 28, Dec. 13, Jan. 9, and Jan. 23 minutes with minor corrections to be made; Gardner seconded the motion; Vote was unanimous by all present for approval.

3/20/12 mites approved: 4/16/12

Submitted by:

Resida S. Keller

Date Submitted:

4/16/11

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

- 1.) New Course proposal for "Readings in Non-Violence" and VBM 104 modification are to be returned to authors for more information regarding justification for the courses and clarification of terminology used in the request. Gardner will take questions to the vocational division for the VBM 104 course and Kathy will put together the CAC's concerns and forward them to Ross Perkins for the "Readings in Non-Violence" proposal.
- 2.) All are to go to the wiki and join in the dialogue on how to improve the process of evaluating the course outlines and program reviews.