

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
October 15, 2012	1:00 p.m.	BOR Conference Room	
Members Present			
Titles/Reps	Name	Present	Absent
Chairperson	Kathy Hayes	X	
Vice-Chairperson/ Trade & Tech Div. Chair	Gardner Edgar		X (off island)
Secretary/National Faculty Rep	Resida Keller	X	
Languages & Literature Division Chair	Ross Perkins	X	
Math & Science Division Chair	Snyther Biza	X	
Public Health Division Chair	Paul Dacanay	X	
Social Sciences Division Chair	Delihna Ehmes	X	
National Faculty Rep.	Susan Moses	X	
Education Division Chair	Madalena Hallers	X	
Business Division Chair	Joseph Felix Jr	X	
Chuuk Campus Faculty Rep.	Alton Higashi		X (phones down in Chuuk)
Chuuk Campus Instructional Coordinator	Mariano Marcus		x
Kosrae Campus Instructional Coordinator	Nena Mike	X	
Hotel/Restaurant Management Div. Chair	Debra Perman	X	
Pohnpei Campus Faculty Rep	Shirley Jano		X
Pohnpei Campus Instructional Coordinator	Maria Dison	X	
FMI Campus Faculty Rep.	Alex Raiuklur		X
Yap Campus Instructional Coordinator (acting)	Joy Guarin	X	
Pohnpei Campus rep (new faculty) ‘floating’ member	Charles Aiseam	X	
Student Services Representative	Jeffrey Arnold		X
Additional Attendees:	Karen Simion, DAP		
Agenda/Major Topics of Discussion:			
<p>1. New Business</p> <ol style="list-style-type: none"> 1. Approval of minutes from Oct. 1st meeting 2. Course modification request for SS100 3. TOR review 4. Assessment coordinator officer memo 5. Roles and Responsibilities of the Program coordinator 6. Student Evaluation Form 7. Next meeting: Oct. 29, 2012 			
Discussion of Agenda/Information Sharing:			
<ol style="list-style-type: none"> 1. Members identified some editorial changes to the Oct. 1st minutes which had been addressed/corrected by the secretary. 			

Motion was made to adopt Oct. 1st minutes and seconded; there was no discussion. Minutes were unanimously approved by all present.

2. Course modification request for SS 100: The Social Science division had turned in a course modification request for SS100 to change the course pre-requisite from 'ESL 089' to 'none' to align with the students' needs in the certificate programs. Because most of the certificate programs and the ACE program do not require ESL 089, changing the pre-requisite to 'none' will better accommodate these students.
3. TOR Review: areas that members requested clarification included:
 - 'membership' section—there should be reference to the committee membership policy that was drafted by the VPIA's office; faculty and staff representation should be specified (i.e. 'from each campus, etc.)
 - Instructional and vocational coordinators should be capitalized as they are titles
 - "floating members" should be included—non-voting members who are new faculty/staff.
 - Responsibilities: should be organized in a logical order: i.e. review agenda, attend meeting, carry out duties.
 - Add to chairperson's responsibilities—serve on the council of chairs
 - Add to secretary's responsibilities—post minutes on the wiki
 - Change under meetings: "Twenty-five percent of members present constitutes a quorum for discussion purposes." Delete 'present.'
 - Insert instructional to policies and programs under section F. Responsibilities.
 - Under section G, first paragraph—insert that agenda items can be submitted by the "COM-FSM community.

The CAC chair will incorporate changes and circulate the TORs to members for electronic voting prior to October 26th which is the deadline for all TORs to be completed.

4. Assessment coordinator officer memo: deferred to next meeting
5. Roles and Responsibilities of the Program coordinator: deferred to next meeting
6. Student Evaluation Form: deferred to next meeting; members were asked to think about the 'purpose' of the document when reviewing the document for next meeting.
7. The meeting adjourned at 2:00pm with the next meeting scheduled for October 29, 2012.

Handouts/Documents Referenced:

1. Oct. 1, 2012 minutes
2. SS 100 Modification request
3. TOR for Curriculum committee

College Web Site Link:

Prepared by:	<i>Resida S. Keller</i>	Date Distributed:	<i>10/19/12</i>
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Approval of Minutes Process & Responses: Minutes distributed for comments 10/19/12; October 1st minutes approved and will be posted on the wiki.

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

- 1.) Oct. 1, 2012 minutes: unanimously approved
- 2.) SS 100 Modification request: unanimously approved
- 3.) TOR for Curriculum committee: changes will be made by Chair and circulated for electronic vote before Oct. 26th

4.) Other items on agenda deferred to next meeting due to time.

5.) Next meeting: October 29, 2012