

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group			<i>Curriculum Committee</i>		
Date:		Time:		Location:	
September 5, 2011		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.	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		
CRE Rep.	Jackson Phillip		X	
Chuuk Campus Faculty Rep.	Alton Higashi		X	
Pohnpei Campus Faculty Rep.	Gardner Edgar	X		
FMI Campus Faculty Rep.	Kasiano Paul	X		
Yap Campus Faculty Rep.	Joy Guarin	X		
Kosrae Campus Faculty Rep.	Nena Mike		X	
National Campus staff Rep	Raleigh Welly	X		

Additional Attendees:

Agenda/Major Topics of Discussion:

- I. Old Business**
 - 1. TOR revisions
- II. New Business**
 - 1. Strategy for handling course outlines
 - 2. Tracking document for course outlines
 - 3. Next meeting : September 19, 2011

Discussion of Agenda/Information Sharing:

- I. Old Business**
 - 1. Suggested revisions and changes to the current TORs for the newly formed CAC are as follows:
Authority: The Curriculum and Assessment Committee (CAC) operates through the authority of and reports to the President. Recommendations from the committee are submitted through the Director of Academic Programs (DAP) and/or VCCE to the VPIA for approval by the President.

Purpose: The CAC advises the President on matters relating to curriculum, instructional program review and assessment, instructional course review and assessment, academic policies and procedures.

Membership: The members of the Curriculum and Assessment Committee are selected at the beginning of each Academic year and must include:

- All Division Chairs of COM-FSM
- Faculty and Staff Representatives from both National and State campuses
- VPIA will be invited when necessary to assist and advise

The CAC will elect members to be Chair, Vice-Chair and Secretary. Membership must be kept within_____???? Number limit was not decided upon during the discussion.

Responsibilities of committee members are to:

- Carry out assignments (only one addition to the list of duties)

Organization: The Chairperson is elected by the CAC (deleted section that states “must be a Faculty member”).

Chairperson’s Responsibilities: only changes are as follows--

- Forward recommendations through the DAP or VCCE to the VPIA for approval/action by the President within_____???? (Day limit was not decided on but it was agreed on that three days was too short a time for the routing of the communications to relevant parties).
- Communicate with the VPIA’s office for feedback on recommendations; it was noted that the VPIA’s office should act in a “secretariat” position to the CAC.

The discussion on the TOR’s ended at Chairperson’s Responsibilities and further discussion will be resumed at the next CAC meeting.

II. New Business

1. Strategy for handling course outlines: The deadlines have already been set—By the 30th of Sept: all course outlines are due to be turned in the CAC for review/approval; By the 15th of Dec: The CAC needs to have reviewed/approved all updated/revised course outlines.
2. **Tracking Document:** A tracking document was sent out to all division chairs from Frankie Harriss, ALO to assist chairs in keeping track of the status of the course outlines and to let all know who is responsible for each course outline.
3. Next meeting is scheduled for September 19, 2011

Handouts/Documents Referenced:

1. Curriculum and Assessment committees TORs

College Web Site Link:

Prepared by:

Resida S. Keller

Date Distributed:

9/9/11

Approval of Minutes Process & Responses: Minutes distributed for comments 9/9/11.

Approved: October 3rd 2011

Submitted by:

Resida S. Keller

Date Submitted:

9/9/11

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

1. No motions on the suggested changes to the TOR as of yet as the revisions/discussions will be continued at the next meeting.
2. Next meeting: September 19, 2011 at 1pm

Action by President:				
Item number:	Approved:	Approved with conditions:	Disapproved:	Comments/Conditions: