

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group			<i>Curriculum Committee</i>		
Date:		Time:		Location:	
September 19, 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
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			
Yap Campus Faculty Rep.	Joy Guarin	X		

Additional Attendees:

Agenda/Major Topics of Discussion:

I. Old Business

1. TOR revisions

II. New Business

1. Clarifications from Chairperson from Karen and ALO, Frankie Harris
2. Next meeting : October 3, 2011

Discussion of Agenda/Information Sharing:

I. Old Business

1. Continued with the revisions and changes to the current TORs :

C. Membership:

Discussion on Membership number limit resumed. It was discussed that in addition to the division chairs that ICs and VCs also be required to be part of the CAC. Kathy will find out the exact numbers of ICs and/or VCs that are at each campus to help determine the maximum number that the CAC should have for membership. Currently the CAC has 24 listed

members. Once Kathy receives info., she will email out the numbers for email discussion/vote.

D. 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--

- **“Five working days”** limit was decided on to allow 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. Based on suggestions from Alton, it was agreed upon that “secretariat” be defined in the TORs and that wording be the VPIA and not the VPIA’s office.*

The Vice chairperson is elected by the CAC (deleted section that states “must be a Faculty member”). Only one change/addition—Review meeting agenda with the Chair and secretary.

The secretary is elected by the CAC (deleted section that states “must be a Faculty member”). One addition and one change:

- Distribute the minutes to the CAC members three working days after the meeting.
- Review agenda with the chairperson and the vice-chairperson.

E. Meetings: Everything is to remain the same in this section except that it should be noted after the statement “Electronic voting may be utilized when necessary” that when a member does not vote, it should be recorded as a “non-vote” and that all other votes should be recorded as yes, no or abstain. A non-vote should not be automatically recorded as a “yes” vote. It was agreed that when voting is required, the chair should work to ensure that all members vote so that there are a minimum of “non-votes”.

F. Responsibilities: It was agreed upon that the Responsibilities as listed in the previous TORs be used in the updated TOR for the CAC. The only exception is to delete the following statements: **“Seek information on matters pertaining to programs, curricula, and academic policies and procedures for COM-FSM.”** (“Seek” is similar to review as stated in the next bullet point of the responsibilities) and **“Review and recommend certification of part-time instructors and trainers.”**

G. Communication & Distribution of Information

Additions in *italics*:

“The chairperson compiles the agenda *with the assistance of the vice chair and the secretary* and forwards it to committee members prior to meetings.

The minutes, *if approved*, are officially adopted at the next meeting. *Electronic voting may be utilized when necessary.* The chairperson distributes the official minutes to *the VPIA then the VPIA distributes the minutes to the President and COM-FSM.*

H. Representation by Proxy: was not discussed during the meeting.

II. New Business

1. Clarifications from Karen: There is no other assessment committee so the CAC will need to look at the assessments of all areas of the college.
 - Since the CAC had earlier agreed that the purpose of the CAC is to focus on curriculum matters, including assessment of courses/programs, Sue reiterated this

fact and moved that communication from the CAC be sent to Karen that we will be focusing only on instructional assessment and that assessment of other areas be the responsibility of the other committees; Mariana, in support of this mentioned that assessment be incorporated into the TORs of other respective areas (i.e. student services, administrative services, facilities, etc.). Faustino stated that if the CAC is responsible for all assessment, that will take away much of our focus from the curriculum. Committee members all agreed that the CAC will only be responsible for assessment of instructional programs/courses. Kathy indicated that she will communicate this to the VPIA.

- From the ALO: For clarification, the CAC is no longer responsible for “approving” program assessment plans but will be mainly responsible for providing recommendations using the feedback forms that are available in the IAP handbook.

2. Next meeting is scheduled for Monday October 3, 2011

Handouts/Documents Referenced:

1. Curriculum and Assessment committees TORs

College Web Site Link:

Prepared by:	<i>Resida S. Keller</i>	Date Distributed:	<i>9/21/11</i>
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Approval of Minutes Process & Responses: Minutes distributed for comments 9/21/11.

Approved: October 3rd 2011

Submitted by:	<i>Resida S. Keller</i>	Date Submitted:	<i>9/26/11</i>
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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 and via email.
2. Kathy will communicate to the VPIA and other relevant parties that CAC will only be responsible for assessments as it pertains to the instructional areas/programs.
3. Next meeting: Monday Oct., 3 2011 at 1pm

Action by President:

Item number:	Approved:	Approved with conditions:	Disapproved:	Comments/Conditions: