

**College of Micronesia – FSM**

**Committee Minutes Reporting Form**

<b>Committee or Working Group</b>		<i>Curriculum and Assessment Committee</i>	
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	
May 9, 2012 <i>(Regular MEETING)</i>	1:00 p.m.	BOR Conference Room	

<b>Members Present</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
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:**

**I. New Business:**

1. Approval of RFA course outlines
2. Feedback on seat cost
3. Feedback on instructional master plan
4. Spring 2013 report for proficiency levels in SLOs: continued discussion on ILOs assessment
5. Approval of April 16<sup>th</sup> and April 30<sup>th</sup> minutes
6. Next meeting: TBA

**Discussion of Agenda/Information Sharing:**

1. **List of RFA course outlines** was moved by Sue for approval and seconded by Snyther; motion carried.
2. **Feedback on seat cost:** The planning and resources committee (PRC) will be providing their feedback on the seat cost formula by June 14<sup>th</sup>; the comptroller and Rafael's formulas will be looked at to determine which formula to accept. The CAC had made recommendations and feel that the decision should come from the VPIA and the DAP.
3. **Educational Master Plan:** IRPO and the comptroller must have all components of the

MP completed by May 11. The MP has been emailed out to all CAC members and they are encouraged to review and comment on it.

**4. Assessment: Comments and amendments on the course level assessment form include the following:**

- Using the I,D,M to assess the part of the course level assessment form for the ILOs after the SLOs and PLOs is very difficult to do. Motion was made by Kasi and seconded by Shirley that the ILOs be moved on the form from the end to directly after the SLOs and PLOs to show integration of assessment.
- ILOs assessment—who is currently responsible? If it is IRPO then they should continue; Raleigh mentioned that assessment data is currently being posted onto the website; Sue wanted to know if the data that is needed quarterly is also posted and if posted data is what is needed: there is a need for better coordination so that work is not duplicated; the college-wide assessment report: isn't there already a college-wide assessment report being done for the state/national govt? If so, maybe it will only need to be tweaked without any need for duplication of work. Raleigh will find out if a college-wide assessment report is already being done. Shirley moved and Delihna seconded that for the ILO section that rather than use IDM, that we use yes/no; motion was approved.
- Kasi added that at FMI, data collection is part of their jobs but there is a need for clarification and emphasis that EVERYBODY is responsible for assessment.
- **Draft of the course outline form:** Maggie moved and Debra seconded the motion that the course outline form draft be approved and adopted. The motion was voted on and approved.

**5. Assessment coordinator role:** The assessment coordinator role should continue as it is currently.

**Policies:**

- **Textbook policy:** The current recommendation for the textbook policy is that the Division chair, or Instructional/vocational coordinator and the program coordinator find a text, pilot it and then make recommendations for the adoption of the textbook. Background on this policy is that Frankie had asked why the CAC was responsible for textbook review/adoption and not the division and instructor's decision. This policy has implications for the who college system and also the bookstore management. Kathy will work with the bookstore to clarify their roles on book ordering/textbook adoption and also on procedures and feedback on getting texts. The CAC members will look at the policy and provide feedback for the next meeting; this brings up the function/role of the committee (Kasi) and whether this is our responsibility or not; Joy asked about the procedures for getting instructor's manuals for the textbooks and other teaching resources.
- **Student Evaluation Form:** Karen has asked the CAC to look at the form since it needs "considerable work." We need to be able to assess whether students are aware of the SLOs, PLOs and ILOs, etc. Kathy asked for suggestions on the best way to proceed. Sue asked if it is possible to look at other evaluation forms and data that Karen has looked at; Joy suggested that whatever the committee looks at that all faculty look at also and that electronic copies be made available for consistency in evaluation. Debbie shared that HTM has a practical evaluation form for the program. Lyn mentioned that the current evaluation form is not what is used in Chuuk as they have a form with 8 different questions. Kathy asked that a copy be emailed to her. FMI uses the current form and others for shipyard practical evals. Yap campus uses the current form. Joy further suggested that the results of any evaluation be analyzed and feedback be provided immediately.

- **Kasi moved that the meeting be adjourned; Shirley seconded the motion.**

Date of next meeting will be emailed to all (TBA)

**Handouts/Documents Referenced:**

- RFA course outline list
- PRC seat cost memo
- Draft instructional master plan (see email sent 5/2/12)

**College Web Site Link:**

**Prepared by:**

*Resida S. Keller*

**Date**

*5/30/12*

**Distributed:**

1. **RFA course outlines** was moved by Sue for approval and seconded by Snyder; motion carried
2. All CAC members are encouraged to review and comment on Educational Master plan.
3. Motion was made by Kasi and seconded by Shirley that the ILOs be moved on the form from the end to directly after the SLOs and PLOs to show integration of assessment
4. Raleigh will find out if a college-wide assessment report is already being done.
5. Shirley moved and Delihna seconded that for the ILO section that rather than use IDM, that we use yes/no; motion was approved
6. Maggie moved and Debra seconded the motion that the course outline form draft be approved and adopted
7. Kathy will work with the bookstore to clarify their roles on book ordering/textbook adoption and also on procedures and feedback on getting texts. The CAC members will look at the policy and provide feedback for the next meeting;
8. . Kathy asked that a copy of evaluation forms different than what is being used be emailed to her.
9. **Approval of Minutes Process & Responses:** Approval of April 16<sup>th</sup> and April 30th minutes deferred till next meeting.
10. Next meeting TBA

**Submitted by:**

*Resida S. Keller*

**Date**

*5/30/2012*

**Submitted:**

**Approved: 8/20/12**

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

- Next meeting: TBA