

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
Nov. 26, 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	
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 (proxy: Rafael Pulmano)	
Chuuk Campus Faculty Rep.	Lyn Sipenuk	X	
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	TBD		

Additional Attendees:	Karen Simion, DAP
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Agenda/Major Topics of Discussion:

I. New Business

1. Approval of minutes from Oct. 29th meeting
2. Updates:
 - a) Accreditation responsibilities
 - b) Integrated Educational master plan
 - c) COC
 - d) Executive committee
 - e) Recent Recommendations: textbook adoption policy, data requirements memo, alternative COMET criteria and assessment coordinator.
3. Program Assessments and course outlines
4. Approval of course outlines: CHS220, 224, 233, 234, 235, 241, 242, and 251
5. Faculty Handbook
6. Roles and responsibilities of the program coordinator

7. Student evaluation form
8. RAR recommendation on add/drop
9. Next meeting: Dec. 10 at 1pm BOR conference room

Discussion of Agenda/Information Sharing:

- 1.) Motion was made to adopt Oct. 29th minutes and seconded; there was no discussion. Minutes were unanimously approved by all present.
- 2.) UPDATES:
 - a) **Accreditation responsibilities:** Chair went over a checklist that summarized the CAC's responsibilities for accreditation; emphasized that accreditation was everyone's responsibility and that CAC's main task for the Mid-term working groups is to 'provide evidence.'
 - b) **Integrated Educational master plan (IEMP):** Update from VPIA was that the IEMP narrative was to come from the IRPO director and circulated as a googledocs for review by the CAC and other relevant parties; who is to be responsible for the final drafting of the narrative is yet to be selected.
 - c) **COC:** The council is currently working on pushing forward a recommendation for the approval of 'release time' for committee chairs; next for the COC is to discuss/review the participatory/shared governance policy.
 - d) **Executive committee:** This new committee met last week and will be meeting weekly; consists of the president, the VPs, Chair of COC, Chair of the Management Committee, Campus deans, Faculty/Staff senate president and the SBA President. A question arose as to what is the relation of this committee to cabinet and chair explained that this is one of the areas of discussion and clarification. An explanation will be forthcoming.
 - e) **Recent Recommendations:** textbook adoption policy, data requirements memo, alternative COMET criteria and assessment coordinator: no current updates as of yet on the recent recommendations that the CAC has made except for the assessment coordinator position which has already a job description circulated and finalized and is awaiting a job requisition to advertise the position.
- 3.) **Program Assessment and course outlines:** Reader teams will be designated (some teams remain the same from the course outline teams while some have been changed due to changes in the CAC membership); specific programs will be assigned to each reader team to review the assessment worksheets of that program; the course outlines that are still pending will be re-circulated to the original reader teams to complete their review and updating. Suggestion was that Chair and DAP look to see that our use of the terminology (program review or program assessment or program evaluation) is aligned with ACCJC's definition/usage. DAP explained that ACCJC's definition of 'program review' matches our definition of the program evaluation (appendix T) that is done every three years so we should use 'program assessment' when referring to the program assessment worksheets (worksheets 1,2, and 3) that are done yearly by all programs and 'program review' for the three-year program evaluation that looks at the program overall.
- 4.) **Approval of course outlines:** CHS220, 224, 233, 234, 235, 241, 242, and 251: Motion was made to approve the above course outlines; motion seconded and updated course outlines were approved with 4 votes to abstain; 11 'Yes' votes and 4 non-votes (absent members)
- 5.) **Faculty Handbook:** An electronic version of the faculty handbook was sent out via email to all CAC members for review; most members needed more time to review the handbook. Lang/Lit Chair volunteered to create a googledoc link for the Handbook so that the committee members can be able to simultaneously review and edit one document.

- 6.) **Roles and Responsibilities of the Program coordinator:** The duties of the Division chairs and instructional coordinators are in the Faculty handbook for review alongside with the program coordinator responsibilities. A request that all these duties be put in a table format so that the members can see the responsibilities of each position side-by-side, enabling all to see if any overlapping of tasks exists. Also, in consideration of budget constraints and the need to assign 'release time' to program coordinators, the question arose "Do we need Program Coordinators?" alluding to a point brought up during the last meeting which is that we need to look at "added administrative responsibilities of the program coordinator since many duties overlap with faculty or other duties."
- 7.) **Student Evaluation Form:** deferred to next meeting due to time constraints
- 8.) **RAR recommendation on add/drop:** deferred to next meeting-concern arose that this issue really needs to be addressed as the semester is closing and recommendations need to be made and approved by the start of spring semester.
- 9.) Meeting adjourned at 1:55pm with the next meeting scheduled for Dec. 10, 2012. This upcoming meeting will be the last meeting for this semester.

Handouts/Documents Referenced:

1. Oct. 29, 2012 minutes
2. Faculty Handbook (includes the requested responsibilities of the division chair and instructional coordinator)
3. Roles and Responsibilities of the program coordinator
4. Student Evaluation form (appendix K)
5. RAR committee recommendation on add/drop
6. Accreditation check list
7. Midterm report working groups

College Web Site Link:

Prepared by:	<i>Resida S. Keller</i>	Date Distributed:	<i>11/28/12</i>
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Approval of Minutes Process & Responses: Minutes distributed for comments 11/28/12; October 29th minutes approved and 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. 29, 2012 minutes: unanimously approved by all present
- 2.) Chair will follow up on recent recommendations to provide the committee with the status of the recommendations.
- 3.) Program assessment and course outlines: Chair will circulate list of teams and program assessments and outlines assigned to each team via email.
- 4.) Faculty Handbook: Lang/Lit chair will create a google doc link for this handbook for easier review by the committee.
- 5.) Roles and Responsibilities of the program coordinator: further review and discussion needed at next meeting; need to put duties in a chart format for better viewing and comparison.
- 6.) Student evaluation discussion deferred.
- 7.) RAR recommendations for add/drop deferred due to time constraints.
- 8.) Next meeting: Dec. 10, 2012