

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
Dec. 11, 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	Emailed comments (attending Educ. Presentations)
Education Division Chair	Madalena Hallers	X	(attending Educ. Presentations)
Business Division Chair	Joseph Felix Jr	X	
Chuuk Campus Faculty Rep.	Lynn Sipenuk	X	(emailed comments— attending class)
Chuuk Campus Instructional Coordinator	Mariano Marcus	x	(emailed –hosting Chuuk campus visitors)
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		
Agenda/Major Topics of Discussion:			
<p>I. New Business</p> <ol style="list-style-type: none"> 1. Approval of minutes from Nov. 26th meeting 2. Faculty Handbook updates: Ross Perkins 3. RAR recommendation on add/drop 4. Program modification request (Maria Dison) 5. Roles and Responsibilities of the program coordinator—continued 6. Student evaluation form 7. Next meeting: TBD (next semester) 			
Discussion of Agenda/Information Sharing:			
<p>1.) Motion made and seconded to approve Nov. 26th minutes—6 non-votes; 13 yes votes. Minutes unanimously approved by all present and will be circulated to college community and posted to the CAC wiki page.</p>			

- 2.) **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 created a googledoc link for the handbook and sent it out to a few CAC members to test out the link. Lang/lit chair held a brief introduction to google docs in the meeting to aid those who are unfamiliar with this system. It was mentioned that there was a need for an overview of protocols on how to handle the googledocs so that there is a consistent way for the editing of the document. DAP suggested that it is preferable to make comments/suggestions rather than to edit the actual document since most of the content of the handbooks are policies that cannot just be changed but rather needs to go to an approval process. Editing should be done with caution and if additions are made that they be done in a different font color to show suggested changes.
- 3.) **RAR recommendation on add/drop:** motion was made and seconded to approve the RAR committee's recommendations to shorten the add/drop period and to implement it for all campuses. Voting results: 11 yes; 1 yes via email; 1 no and 6 non-votes.
- 4.) **Program modification request (from Maria Dison-PNI campus):** Modification was to change the computer course requirement for the Certificate of Achievement programs offered at PNI campus from CA 100 to CA095. See program modification request for justification of modification. The main concern with the modification was that the change may affect the number of credits for 'under 100 level' courses that are required and this may affect financial aid eligibility and program completion. DAP checked and found that the modification will not affect FA eligibility. Voting results: 12 yes votes; 7 non-votes—Yap campus rep had to leave CAC meeting before this vote to attend Incentive awards at Yap campus)
- 5.) **Roles and Responsibilities of the Program coordinator:** Reminder that members review the faculty handbook which also contains the duties of the program coordinators. More discussion on this issue was tabled until the next meeting. Reminder to the program coordinators that they need to re-name the assessment worksheets to meet the required naming conventions and to convert all worksheets to PDF documents. Also, reader teams should prepare course outlines and program evaluations for next meeting.
- 6.) **Student Evaluation Form:** deferred to next meeting due to time constraints
- 7.) Meeting adjourned at 1:55pm with the next meeting time to be determined for the next semester (Spring).

Handouts/Documents Referenced:

1. Nov. 26, 2012 minutes
2. Faculty Handbook (includes the requested responsibilities of the division chair and instructional coordinator)
3. RAR committee recommendation on add/drop
4. Certificate of Achievement program modification request from PNI campus
5. Student Evaluation form (appendix K)

College Web Site Link:

Prepared by:

Resida S. Keller

Date Distributed:

1/15/13

Approval of Minutes Process & Responses: Minutes distributed for comments 11/28/12; Nov 26th minutes approved; posted on the wiki and emailed out to COM-FSM community.

Submitted by:

Resida S. Keller

Date Submitted:

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

- 1.) Nov. 26th minutes: APPROVED
- 2.) Faculty Handbook: Lang/Lit chair created a google doc link for this handbook

for easier review by the committee; final comments/review will be needed by the end of the week. Review and comments protocol will be circulated by Lang/Lit. chair.

3.) RAR recommendations; a) the add/drop period to be shortened to first three consecutive days of instructions for regular semester and summer to remain as is one day only. b) add/drop changes will apply to all campuses (system-wide). APPROVED.

4.) Program Modification for Certificate of achievement programs: APPROVED

5.) Roles and Responsibilities of the program coordinator: tabled for further review and discussion at next meeting; program coordinators need to re-name assessment worksheets on wiki following the required naming conventions and need to convert to PDF. Program review evaluations and pending course outlines need to be ready for next meeting.

6.) Student evaluation form: discussion deferred due to time.

7.) Next meeting: TBA