

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
February 19, 2013	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	Represented by Ringlen Ringlen
National Faculty Rep.	Susan Moses	X	
Education Division Chair	Madalena Hallers		X
Business Division Chair	Joseph Felix Jr	X	
Chuuk Campus Faculty Rep.	Lynn 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 21 January 2013 and 4 February 2013 meetings
2. Updates:
 - Student Academic Freedom Statement
 - SLO Report
 - ILO assessment
 - Curriculum Handbook
3. Faculty Academic Freedom Statement
4. Program Review Policy
5. Next meeting: Feb. 25th

Discussion of Agenda/Information Sharing:

The CAC moved to adopt a recommendation that Instructional Affairs conduct a review of all academic policies for completeness and consistency. The working group will consist of VPIA, DAP, DCTE and State Campus ICs. The deadline for this process is the end of 2015. 13 yes votes; this recommendation

was approved by the CAC.

- 1.) Motion made and seconded to approve CAC minutes from 21 January 2013 with changes; 13 yes votes, minutes approved
- 2.) Motion made and seconded to approve CAC minutes from 4 February 2013 with changes; 13 yes votes, minutes approved.
- 3.) **Updates:**
 - Student Academic Freedom Statement—The CAC offered no further comments.
 - Faculty Academic Freedom Statement---The CAC **supports** the Faculty Academic Freedom Statement.
 - SLO Report---CAC Chair congratulated everyone on a good job and the high quality of work on the report. Special thanks from DAP to all faculty members on the SLO Report and assessment.
 - ILO assessment---DAP would like for faculty to continue to assess ILOs using the AAC&U rubrics.
 - Program Review Policy—should be named Policy on Academic Program Review. The rationale for this change is that there are academic programs and non-academic programs. The phrase ‘health indicators’ should be removed, this phrase is no longer used in academic program reviews, according to consultants. A seat cost formula needs to be developed and added to the policy. In section P, the term *rival* should be replaced with *regional*. There was discussion on how the data should be displayed on the IRPO website in order to make access easier for faculty and Program Coordinators.
- 4.) A special meeting is scheduled for 25 February 2013

Handouts/Documents Referenced:

1. Student Academic Freedom Statement
2. Program Review Policy

College Web Site Link:

Prepared by:	<i>Ross Perkins</i>	Date Distributed:	<i>3/14/2013</i>
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Approval of Minutes Process & Responses: Minutes distributed for comments 3/14/13; 21 January 2013 and 4 February 2013 minutes approved with changes.

Submitted by:	<i>Ross Perkins</i>	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

- 1.) Motion approved that DAP, VPIA, DCTE and campus ICs review all academic policies by 2015.
- 2.) Minutes for 21 Jan. and 4 Feb. approved
- 3.) Special meeting: 25 February 2013