

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group				<i>Curriculum and Assessment Committee</i>			
Date:		Time:		Location:			
March 4, 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			
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					
Agenda/Major Topics of Discussion:							
<p>1. New Business</p> <ol style="list-style-type: none"> 1. Approval of minutes from 18 February 2013 and 25 February 2013 meetings 2. Roles and Responsibilities of the program coordinator 3. Student Evaluation form 4. Next meeting: March 18, 2013 							
Discussion of Agenda/Information Sharing:							
<ol style="list-style-type: none"> 1.) Approval of minutes was deferred to next meeting as the minutes had not been circulated or reviewed by the CAC. 2.) Roles and Responsibilities of the program coordinator--- Faculty Workload policy 002 had been emailed to the CAC for review prior to the meeting. Chairperson Kathy Hayes had emailed the CAC to review an excerpt of the policy and to add this policy to the discussion to ensure that policies were aligned and not redundant. The discussion was centered on whether the Roles and Responsibilities document that the CAC had been working on should be adopted in light of what we now know is policy in Faculty 							

workload policy 002 or if it was redundant. There was concern that the policy may need some clarification, especially in the appointment of a program coordinator and in the usage of position titles (program coordinator or program supervisor). Should the document be incorporated into the policy?

--Another concern with the Roles and Responsibilities document was the fact that it states that program coordinators cannot teach an overload of courses while serving as program coordinator. The concern was why faculty should be limited from teaching an extra load, especially if there was a need in the division and if the faculty member was able to perform such extra duties?

--A motion was made and seconded that the CAC go back and review the Faculty workload policy 002 alongside with the Roles and Responsibilities of the Program Coordinator document and bring back recommendations for the next meeting on whether the document should be adopted or incorporated into the current policy or if there was a need for such document, or any clarifications of the documents was needed, etc.

3.) Student Evaluation form: due to the shortness of time, discussion of the student evaluation form was deferred to the next meeting.

4.) Meeting adjourned at 2:00pm and the Next meeting is scheduled for 18 March 2013

Handouts/Documents Referenced:

1. Roles and Responsibilities of the Program Coordinator document
2. Faculty Workload Policy 002 in the Personnel Manual
3. Student Evaluation form

College Web Site Link:

Prepared by:	<i>Resida Keller</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>Resida Keller</i>	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

- 1.) Minutes for 19 Feb. and 25 Feb. deferred
- 2.) Motion approved that CAC members review Faculty Workload policy along with the Roles and Responsibilities of the Program coordinator document and bring back recommendations to next meeting.
- 3.) Next meeting: 18 March 2013