

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
September 23, 2013	1:00 p.m.	BOR Conference Room	
Members Present			
Titles/Reps	Name	Present	Absent
Chairperson	Gardner Edgar	X	
Vice-Chairperson/ National Faculty Rep	Susan Moses	X	
Secretary/Social Sciences Division Chair	Delihna Ehmes	X	
Math & Science Division Chair	Kathy Hayes	X	
Public Health Division Chair	Paul Dacanay		X
Languages & Literature Division Chair	Resida Keller		X
Education Division Chair	Magdalena 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
Hospitality and Tourism Management Division 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 member	Charles Aiseam	X	
Student Services Representative	TBD		
Yap Campus new member (floating member)	Joseph Aliberti	X	
Kosrae Campus Faculty Rep.	Grady Pettigrew	X	

Additional Attendees:	Karen Simion, DAP Christopher Ross Perkins, Assessment Coordinator & Assistant ALO Dana Leeling, National Campus Faculty and proxy for Kathy Hayes
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Agenda/Major Topics of Discussion:
<p>I. New Business</p> <ol style="list-style-type: none"> 1. Approval of minutes from 9th of September meeting 2. Course outline review <ol style="list-style-type: none"> a. Recommendation: Kosrae campus to select a faculty to become a member of the CAC; New member will be Nena’s reader team partner b. Final questions on the CO review schedule, process (step by step), forms and format 3. Information sharing <ol style="list-style-type: none"> a. Result of meeting with president Daisy b. Mechanism for students to be represented in the CAC (Sue Moses) c. Assessment items (Ross) d. Director of Academic Programs

Discussion of Agenda/Information Sharing:
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- 1) Recommendation: Kosrae campus to select a faculty to become a member of the CAC; New member will be Nena's reader team partner

The need for another member to CAC was shared by the chair of the committee. He further stressed that the additional member will be from Kosrae campus, representing the faculty. Currently, Nena is the only one from Kosrae and he represents the staff. Motion to add a member was made and voted on unanimously. The additional member to CAC leaves two more vacant positions in the committee and a total of 18 current members.

- 2) Course outline review update from CAC chair:

- CO forms/template have been sent out
- Change has been on the cover page of CO template to include "prerequisites"
- Reminded everyone that the first batch of CO's according to the proposed calendar will be reviewed on October 7th.

*A suggestion was made by one of the members to include instructors from State campuses in the review process for feedback.

- Other comments on CO process:

- A member expressed concern on inconsistency in wording of one of the ISLO's. DAP responded that there is no error in the wording of ISLO's as they have been worded that way.
- Confusions were also shared on the process especially in aligning ISLO's to programs, and to courses.
- FMI representative reported that course outlines are now complete and ready for review. It was suggested that they send in CO's to CAC in order of priority.

- Suggestions to the process:

- (Karen) Go online to the Curriculum Handbook to see model for course outline format
- (Ross) People working on course outlines need to meet as a program to determine which courses meet ISLO's, especially at the capstone courses. For the time being check which ISLO's meet PLO's.

- 3) Ross Perkins on Assessment update

1. Read email regarding forms on the program review process on General education program assessment and course-level assessment.

- 4) Meeting adjourned at 2:00 pm and the next meeting is set for October 07, 2013 at 1:00 p.m.

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:

Delihna Ehmes

Date Distributed:

Approval of Minutes Process & Responses:

Submitted by: Delihna Ehmes

Date Submitted:

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