

**College of Micronesia – FSM**

**Committee Minutes Reporting Form**

<b>Committee or Working Group</b>		<i>Curriculum and Assessment Committee</i>	
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	
December 18, 2013	10:00 a.m.	BOR Conference Room	
<b>Members Present</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
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		Technical difficulty
Chuuk Campus Instructional Coordinator	Mariano Marcus		“
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		Off-island
Pohnpei Campus Faculty Rep.	Charles Aiseam	X	
Kosrae Campus Faculty Rep.	Grady Pettigrew		X
Yap Campus (floating member)	Joseph Aliberti		Off-island
Languages & Literature Division	Monty Vierra	X	
Chuuk Campus Faculty Rep.	Alton Higashi		Technical difficulty
<b>Additional Attendees:</b>	Kathy Benjamin		
<b>Agenda/Major Topics of Discussion:</b>			
<p><b>I. Old Business</b></p> <ol style="list-style-type: none"> <li>Follow up on guideline &amp; rubric for program review (Karen &amp; Ross)</li> <li>Follow up on sub committee: <ul style="list-style-type: none"> <li>Student Evaluation</li> <li>Short Term and None Credit Courses</li> </ul> </li> <li>NU225 Health &amp; Illness in Nursing II</li> </ol> <p><b>II. New Business</b></p> <ol style="list-style-type: none"> <li>Meeting schedule for spring 2014</li> <li>Information sharing from COC</li> <li>Other</li> </ol>			
<b>Discussion of Agenda/Information Sharing:</b>			
<ol style="list-style-type: none"> <li>Ross and Karen were not available to provide updates on the program review.</li> <li>Follow-up from sub-committees:</li> </ol>			

- Short-term training reported on the following:
    - In order to come up with consistent rates for facilities, members of the subcommittee need to meet with VPAS or director of maintenance office and IT office to formalize recommendation.
    - The process of certifying a course ( in place in the Curriculum Handbook)
    - Costs of developing and delivering a module needs to be set
    - Personnel or Human Resources need to be set (i.e., time-e.g. during work hour, own time, consultants, prep-time, etc.)
    - Noted that short summary of sub-committee's progress need to be sent out to CAC.
  - Student Evaluation
    - Encouraged to send out a modified draft of the student evaluation form before the next CAC meeting (scheduled January 20, 2014).
3. Follow-up on Nursing course NU225:
    - There was an oversight on the course so it needs to go through the course outline review process. The course will be reviewed by reader team (Sue Moses and Gardner Edgar).
  4. All faculty need to review the Faculty Handbook  
Any note of concern can be sent to Karen Simion (DAP), cc'ing CAC.
  5. Meeting schedule for Spring 2014 semester:
    - The first day of meeting (January 20, 2014) was moved and seconded, with a unanimous vote to approve. Regular meeting time will be every two weeks on a Monday from 1:00 pm – 2:00 pm.
    - A calendar was proposed and approved by the committee with the following dates:  
January 20  
February 03  
February 17  
March 03  
March 17  
April 7  
April 21  
May 05
    - Adding up to a total of 8 meetings for Spring 2014. The CAC secretary has been tasked to send the meeting schedule to IT and DRC offices to post on both wiki and the college newsfeed.
  6. Information-sharing from COC
    - Chair of COC, Dr. Richard Womack of Finance Committee put together a document on the Budget, especially on ways to meet shortfall. Everyone is encouraged to read the document which had been sent out via email by the CAC chair.
  7. Others
    - Proposal to add EN120b as a pre-requisite requirement before taking 200-level courses, for all programs.
    - In response, the CAC tasked Dr. Monty Vierra to draft a formal written proposal to send out to CAC to be put on the agenda of the first Spring 2014 meeting.
    - Program prioritization is set for May 2014. Data need to be collected for program reviews.
    - Program reviews are due end of March, on the 31<sup>st</sup>.
    - Explanations, forms, rubrics for Program Review have been sent by Gardner to members.
    - There will be training on TracDat for all faculty on January 06, 2014. All faculty will eventually be given access to input course-level data. The chairperson of each division needs to identify one person to lead program-level assessment, as well as data input.

8. Meeting adjourned at 12:00 pm and the next meeting is set for January 20, 2014 at 1:00 p.m. in BOR

**Handouts/Documents Referenced:**

1. NU 225 Course Outline.
2. National Campus facilities and Furniture use rate
3. Draft budget format for non-credit training

**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**

- Agreed upon calendar of meetings for Spring 2014
- Sue and Gardner to serve as a team to review NU 225
- Student evaluation subcommittee distribute a draft instrument for review