

**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>	
February 03, 2014	1:00 p.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	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 Faculty Rep.	Charles Aiseam	X	
Kosrae Campus Faculty Rep.	Grady Pettigrew		X
Yap Campus (floating member)	Joseph Aliberti		X
Languages & Literature Division	Monty Vierra	X	
Chuuk Campus Faculty Rep.	Alton Higashi		X

<b>Additional Attendees:</b>	Karen Simion, Dean of Academic Affairs Ross Perkins, GenEd. Assessment Coordinator & Assistant ALO Jimmy Hicks, Director of IRPO
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<b>Agenda/Major Topics of Discussion:</b>
<p><b>I. Old Business</b></p> <ol style="list-style-type: none"> <li>1. Success targets-Jimmy Hicks</li> <li>2. Reminders and announcement             <ul style="list-style-type: none"> <li>• Program review</li> <li>• IA policy review</li> <li>• Assessment data SY 2012-2013</li> <li>• ISLO-CSLO linkage</li> </ul> </li> <li>3. Follow up on sub committees:             <ul style="list-style-type: none"> <li>• Student Evaluation</li> <li>• Short Term and None Credit Courses</li> <li>• Course outline</li> </ul> </li> </ol> <p><b>II. New Business</b></p> <ol style="list-style-type: none"> <li>1. IRPO presentation on success targets</li> </ol>

**Discussion of Agenda/Information Sharing:**

1. Update from Jimmy Hicks on success targets
  - Hicks announced that the CAC would be tasked to come up with recommendations on success target. Some member had questions especially given the idea that late last year, a subcommittee under CAC was formed to put forward recommendations on this same issue. The idea as posed by the presentation was to increase success rate which is currently stable. Hicks was also tasked to send data to CAC pertaining to this matter.
  
2. Reminders and announcement
 

DAP (Karen) informed everyone that the most current Program review template can now be retrieved from the COM-FSM website under Academics.

DAP informed IA policy subcommittee that a list of policies to be reviewed need to be in place before the next cabinet meeting. DAP will be working with both Sue and Maria 9in the process.

Assessment coordinator (Ross) posed reminders on assignments. Reminders include the following:  
 CSLO-ISLO matrix and linkage table due ASAP.  
 Program assessment summaries due February 14 with endorsement from CAC. Ross was tasked by the CAC committee to formulate a checklist for the Program Assessment summaries.  
 Assessment data input for the SY 2012-2013 should be complete February 21.
  
3. Follow-up from Subcommittees:
 

Student Evaluation subcommittee:

  - A final copy was sent on January 26, with all comments addressed.
  - Members still expressed confusions over multiple versions of the form. It was then proposed that the final copy (including a date) will be sent to CAC chair for dispersal to members for voting.

Short-Term subcommittee-Chair Felix shared that an email was sent to the administrative office to seek advice on uniform rates but has not received any response on the matter.

Course Outline Subcommittee- No report, will meet soon.
  
4. Meeting adjourned at 2:00 pm and the next meeting is set for February 17, 2014 at 1:00 p.m. in BOR

**Handouts/Documents Referenced:**

1. Pre-Requisites Proposal document from Monty

**College Web Site Link:**

<b>Prepared by:</b>	<i>Delihna Ehmes</i>	<b>Date Distributed:</b>	
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b> Delihna Ehmes		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**

- To create a subcommittee to work on the IA policies
- Student evaluation subcommittee chair send the final version of the student evaluation to CAC & allow one week for review and adoption.
- All divisions look at course pre-requisites.