

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
February 17, 2014	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 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
Additional Attendees:	Maria Dison, Acting Dean of Academic Affairs Ross Perkins, GenEd. Assessment Coordinator & Assistant ALO		
Agenda/Major Topics of Discussion:			
<p>I. Old Business</p> <ol style="list-style-type: none"> 1. Program Assessment Summaries(PAS), PLO/ Course matrix table with narrative, Assessment data(TracDat in put) 2. Success targets 3. Follow up on sub committees: <ul style="list-style-type: none"> • Student Evaluation • Short Term and Non Credit Courses • Course outline <p>II. New Business</p>			
Discussion of Agenda/Information Sharing:			
<ol style="list-style-type: none"> 1. Ross- proposed schedule on assessment 			

- Yearly assessment
 - Propose to clear out who and what.
Doc. #1 – title
Comment – add footer-Document title
2. PAS review – Review PAS by assigned teams
 - Monthly- suggested idea for first and second reader.
 - Use check list formulated by Ross
 3. Hand out from Jimmy on target rates.
Read
 4. Follow up on Students-evaluation form
 - Incorporate Sue’s recommendation
 - Final version sent not today (2/17/ 2014)
 - Motion to vote on Final Version of the form by Friday.
Include Mathias on CAC

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	<i>Delihna Ehmes</i>	Date Distributed:	
---------------------	----------------------	--------------------------	--

Approval of Minutes Process & Responses:

Submitted by: Delihna Ehmes		Date Submitted:	
------------------------------------	--	------------------------	--

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

•