

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Curriculum and Assessment Committee
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Date:	Time:	Location:
March 3, 2014	1:00-2:00 pm	BOR Conf. Room

Members Present:

Titles/Reps	Name	Present	Absent	Comments
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	Monte Vierra		X	
Chuuk Campus Faculty Rep.	Alton Higashi		X	

Additional Attendees:	Ross Perkins, TracDat Coordinator/Asst. ALO
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Agenda/Major Topics of Discussion:

1. Follow up on assessment assignments:
 - a. PAS, PSLO/Course Matrix, ISLO/Course Matrix
 2. Success targets
 3. Program review
 4. Follow up on sub committees:
 - a. Short term and non-credit courses
 - b. Course outline
- If time is available:
- Prerequisite proposal (Monty Vierra)
 - Faculty Handbook
 - Plus & minus grades
 - D passing grade

- Inconsistency of requiring faculty to work until graduation system wide
- List of policies for DAP

New addition:

- Request to have Mathias Ewaramai as member
- Concern on ASVAB recruitment at NC (Mike Nena)

Discussion of Agenda/Information Sharing:

1. Follow up on assessment assignments by TracDat Coordinator/Asst. ALO

- Provided an overview of the progress of program assessment information on TracDat. Assessment data for programs under Math/Science and Business divisions are complete. The rest are missing one or two items mostly the PSLO/SLO and ISLO/SLO matrices thus Ross has set up times with respective divisions to assist with completing their TracDat assessment.
- Most of the PAS have been reviewed by the reader teams and discrepancies regarding the relativity of the information under certain topics were identified. Sue recommended CAC to set a time for self-reflection at the end of this assessment cycle and before the beginning of the next cycle to refine the checklist. The motion, was seconded, and carried. Ross will email the checklist to members for comments and will be finalized in the next CAC meeting and returned to Ross.

2. Success targets

- Chair shared COC's recommendation to stabilize the trend similar to the recommendation made by CAC. However, stabilizing the downward trend is not viewed as an improvement therefore CAC is advised to provide a target number that will show improvement. Members felt this is a system wide effort as it involves all the different departments of the College. Kathy recommended having a session during staff development day to discuss and share ideas amongst the staff and faculty where a common consensus could be reached for achievable targets. The motion, was seconded, and carried.

3. Program Review

- Gardner reminded members the due date for completed program reviews which is March 31 however, since that falls on a holiday the date is moved up to March 28. Maria informed state campuses that they have to conduct program review for each of the respective programs offered at that campus.

Meeting adjourned at 2:00 pm.

Comments/Upcoming Meeting Date & Time/Etc.:

- Due to time factor the rest of the agenda items were tabled for the next meeting on March 17, 2014 at 1:00-2:00 pm.

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	Maria Dison	Date Distributed:	March 4, 2014
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments