

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

Committee or Working Group:	Languages and Literature Division
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Date: August 11, 2014	Time: 12:00-1:30 am	Location: Writing Center

Members Present:		Members Absent:
<ul style="list-style-type: none"> ▪ Michael Muller ▪ Monica Rivera 	<ul style="list-style-type: none"> ▪ Akiko Kamikubo ▪ Resida S. Keller 	
<ul style="list-style-type: none"> ▪ Monty Vierra ▪ Leilani W Biza 	<ul style="list-style-type: none"> ▪ Kasiano Paul ▪ Jean Ranahan from Kolonia Campus 	
<ul style="list-style-type: none"> ▪ Xiaona Cheng (Kiki) ▪ David Johnson 	<ul style="list-style-type: none"> ▪ Elizabeth (Libby)- WorldTeach Volunteer 	
<ul style="list-style-type: none"> ▪ Yolina Yamada 		

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> - Assessment: Liberal Arts program assessment –Chairperson will assist the foreign language instructors in assessing the FL courses during the 2014-2015 assessment cycle. - Advisors with LA major advisees are to review records of students who have taken EN120a/b and EN110 classes and tally up if they have taken, or re-taken these courses, then send Chair the result of your analysis. - Monty was assigned by Ross (Gen. Ed Coordinator) to help with a rubric to use on the General Education assessments for TracDat. - CAC will be sending out an revised schedule for course outline revision and Chair will re-assign instructors to review course outlines for courses that they are teaching; - Chairperson will be asking for more assistance from the faculty on ways to improve data gathering of information needed for the LA program review. LA Program review for this cycle will be posted on the wiki for all to read and specific areas for assistance will be identified and assigned. - Program changes: it was discussed that suggested courses as listed on the catalog will be made to the Catalog when the new catalog comes out; Course Prerequisites of courses will need to be inserted gradually to move from current level of pre-requisites to next level. - Discussion on development of capstone courses for Liberal Arts program will be shared/dissemination of ideas will be sent out across the campuses for feedback. - Class Attendance Policy: When working on course syllabi, make sure to clearly indicate your first day attendance policy as it pertains to your class. Lang/Lit has been using the previous attendance policy for EN classes which was: TTH—4 absences allowed up to withdrawal date; 5th absence after wards may result in failure of class; MWF—6 absences allowed up to withdrawal date; 7th absence afterwards may result in failure of class. Exceptions will be at the discretion of the instructor. Indicate what will happen if students fail to come on the first day. - Chairperson will be working on Spring 2015 /year round schedule this semester: suggestions and preferences should be sent to her via email before she submits the schedule. If you are willing to offer classes during evenings, Saturdays or for six weeks during the semester (with longer courses or daily attendance—like summer), indicate this. - Chairperson will be doing Classroom observations this semester and a schedule will be set up. Instructors whose anniversaries/contracts are ending will be priority but all will be observed.

<p>Discussion of Agenda/Information Sharing:</p> <ul style="list-style-type: none"> ▪ Class syllabi are due on August 18, 2014 (All SLOs are to be included on each course syllabus—send via email to resida@comfsm.fm and cc ysyamada@comfsm.fm) ▪ Class lists due by the end of add/drop period. If you have discrepancies on the 1st day of class, send discrepancies to joducado@comfsm.fm ▪ Pohnpei Campus is now part of National Campus Languages and Literature division. ▪ Hirings are still being routed through proper channels. ▪ P.O. must be certified by the end of August 2014 so if you have any instructional needs, let Yolina know.
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<p>Comments/Upcoming Meeting Date & Time/Etc.:</p> <ul style="list-style-type: none"> ▪ Next division meeting will be mid-semester ▪ Convocation is on August 15, 2014: all Faculty will need to wear graduation regalia and times will be confirmed and communicated to all.
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<p>Handouts/Documents Referenced:</p> <ul style="list-style-type: none"> ▪
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<p>College Web Site Link:</p> <ul style="list-style-type: none"> ▪
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Prepared by:	Yolina S. Yamada	Date Distributed:	
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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:			
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Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			