

College of Micronesia – FSM

Committee Minutes Reporting Form

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|-----------------------------------|-------------------------------------|-----------------------------|--|
| Committee or Working Group | CURRICULUM and ASSESSMENT COMMITTEE | | |
| | Time: | Location: | |
| August 25, 2014 | 1:00 p.m. | President's Conference Room | |

| Members : | | | |
|---|---------------------|----------------|---------------|
| Titles/Reps | Name | Present | Absent |
| Chairperson | Susan Moses | x | |
| Vice-Chairperson/ Business Division Chair | Joseph Felix Jr | x | |
| Social Sciences Division Chair (acting) | Faustino Yarofaisig | x | |
| Math & Science Division Chair | Peltin Olter Pelep | x | |
| Public Health Division Chair | Paul Dacanay | x | |
| Languages & Literature Division Chair | Resida Keller | x | |
| Education Division Chair | Richard Womack | x | |
| Trade & Technology Chair | Gardner Edgar | x | |
| Chuuk Campus Faculty Rep. | Lynn Sipenuk | x | |
| Chuuk Campus Instructional Coordinator | Mariano Marcus | x | |
| Kosrae Campus Instructional Coordinator | Nena Mike | | X |
| Secretary/Hospitality & Tourism Management Division Chair | Debra Perman | x | |
| Pohnpei Campus Faculty Rep | Shirley Jano | 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. | Vacant | | |
| Yap Campus Faculty Rep. | Vacant | | |
| Chuuk Campus Faculty Rep. | Alton Higashi | x | |
| FMI Campus | Mathias Ewarmai | | x |

x *via teleconference*

Additional Attendees: Danny Mamangon

Agenda/Major Topics of Discussion:

1. Call to order and review of agenda
2. Minutes of previous meetings
 - a. May 12, 2014*
 - b. June 20, 2014*
3. Follow-up on previous action items
 - a. Report on letter to VPIEQA on need to evaluate committees
 - b. Course outlines
 - 1) EN 201 Intro to Literature
 - 2) First-year experience
 - 3) AR 101
4. New business
 - a. Terms of Reference (CAC Handbook, pp. 5-8)
 - 1) Membership (amended)
 - 2) Responsibilities
 - b. Course outline process (CAC Handbook, pp. 9-18)
 - 1) Specificity of student learning outcomes on course outlines
 - 2) Course outline format (need to add prerequisites to cover page)
 - c. Request to DAP for proposed policies in the following areas:

- 1) D as a passing grade*
- 2) Use of plus and minus grades

5. Adjournment

Discussion of Agenda/Information Sharing:

Agenda Items:

1. The meeting was called to order at 1pm with 14 out of 20 members present. No changes to the agenda were made.
2. The May 12 and June 20 minutes were approved electronically 8/25/14 as follows:
 - a. May 12, 2014-eleven (11) approvals and 2 abstains
 - b. June 20, 2014-twelve (12) approvals and 1 abstain
3. Follow up on previous action items:
 - a. The office of VPIEQA conducted an evaluation in Summer 2013 and the report was shared with CAC Chair.
 - b. EN 201 Intro to Literature, First-year experience, and AR 101 course outlines were reviewed and comments made by readers were well received by their respective authors to make revisions accordingly.
 - An inquiry was posed on the whereabouts and status of EN205 course outline that was submitted by Chuuk Campus for modification. Chair and Language and Literature Division Chair agreed to do a follow up with DAP.
4. New business
 - a. Terms of Reference (Curriculum and Assessment Handbook, pp. 5-8)

1. Membership: 4a1

The proposed action to amend the Membership section of the CAC Terms of Reference (TOR) of the Curriculum and Assessment Handbook, pp. 5-6, was introduced and amended to reflect two members from FMI rather than specifically designating the FMI Director as a member. The amended proposed Membership section of the CAC TOR was then unanimously approved. For AY 2014-15 the Committee is comprised of the following members:

- All Division Chairs (8)
- Instructional Coordinators (3)
- FMI Representatives (2)
- Chuuk Campus Faculty Representatives (2)
- National Campus Faculty Representative (1)
- Yap Campus Faculty Representative (1)
- Kosrae Campus Faculty Representative (1)
- Pohnpei Campus Faculty Representatives (2)

- A proposal was introduced by Chuuk campus to add another member and after much discussion and comments from all members present the consensus was to retain the membership as amended. The proposal was then agreeably withdrawn.

2. Responsibilities: 4a2

The proposed action to amend the Responsibilities section of the CAC Terms of Reference (TOR) of the Curriculum and Assessment Handbook, p. 7, was introduced and unanimously approved. The responsibilities of the CAC are to:

- Review proposed policies and/or procedures assigned to the committee
- Review and recommend for approval all new and modified instructional programs and outlines – this includes regular college offerings and short-term training

- Review recommendations made in instructional assessments and evaluations and recommend strategies for improvement to instructional administrators

Rationale: At a recent workshop for committee officers, it was made clear that it is the responsibility of the college administrators to develop policies and procedures; the responsibility of the committees is to review proposed policies and procedures and provide feedback. This clarification resulted in the revision to bullet #1 of the CAC Responsibilities.

Reference to CEUs has been removed from bullet #2 as there is no reference to CEUs in the college's catalog.

The role of the CAC in assessment has been clarified in bullet #3. With the revised wording, the CAC would no longer be responsible for reviewing the PASs and Program Reviews from each program; instructional administrators would be responsible for such reviews. The responsibility of the CAC would be in reviewing the recommendations coming out of the PASs and Program Reviews and recommending action to be taken to improve the college's instructional offerings.

It is recommended that bullet number #4 be deleted in its entirety. The subcommittee mentioned in bullet #4 is actually an administrative responsibility. Within the last several years, no report on the work of this subcommittee has been presented to the CAC as a whole.

- Chair further shared that the responsibility of preparing PAS checklist is that of the offices of DAP & VPIA and that CAC is mainly to focus on PAS recommendations.
- b. Course outline process as stated in the CAC Handbook, pp. 9-18.
1. Chair reported that the outcome of input received from faculty in regards to the use of specific SLOs vs general SLOs in course outlines revealed that there is no significant urgency to change the status quo.
 2. Communication was sent to DAP to make the necessary modifications to the current course outline formats to make it more user friendly such as removing tables and also to include the cover page.
- Division chairs were reminded to submit a list of at least 25% of course offerings to be reviewed.

c. This agenda item was inadvertently omitted by the Chair.

5. Meeting adjourned at 2pm.

Handouts/Documents Referenced:

- Action Item 4a1
- Action Item 4a2

College Web Site Link: http://www.comfsm.fm/publications/handbook/CAC_compressed.pdf

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|---------------------|------------------------|--------------------------|-----------------|
| Prepared by: | <i>Debra W. Perman</i> | Date Distributed: | <i>09-03-14</i> |
|---------------------|------------------------|--------------------------|-----------------|

Approval of Minutes Process & Responses:

Electronic votes received: 12 approvals; 1 verbal approval, pending submission via email;

| | | | |
|--|------------------------|------------------------|---------------|
| Submitted by: | <i>Debra W. Perman</i> | Date Submitted: | <i>9/9/14</i> |
| Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities. | | | |
| <ul style="list-style-type: none">➤ The 5/12 and 6/20 minutes were approved and will be posted on wiki and forwarded to the President and VPIA.➤ CAC Chair and Language and Literature Division Chair will follow up with DAP on the status of EN205.➤ Action items 4a1 and 4a2 were approved.➤ Division chairs were reminded to submit a list of at least 25% of their respective program's course offerings by next scheduled meeting, 9/8. | | | |

CAC Action Item

Meeting date: **August 25, 2014**

Agenda item: **4a2)**

Proposed action: The Responsibilities section of the CAC Terms of Reference (TOR) of the Curriculum and Assessment Handbook, p. 7, is amended to read as follows:

The responsibilities of the CAC are to:

- Review proposed policies and/or procedures assigned to the committee
- Review and recommend for approval all new and modified instructional programs and outlines – this includes regular college offerings and short-term training
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It is recommended that bullet number #4 be deleted in its entirety. The subcommittee mentioned in bullet #4 is actually an administrative responsibility. Within the last several years, no report on the work of this subcommittee has been presented to the CAC as a whole.

Action taken: (unanimous)

Approve: x Disapprove: _____ Abstain: _____