

**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>	
June 20, 2014	10:00 a.m.	BOR Conference Room	
<b>Members Present</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
Chairperson/ Trade & Tech Div. Chair	Gardner Edgar	X	
Vice-Chairperson/National Faculty Rep	Susan Moses	X	
Secretary/ Social Sciences Division Chair	Delihna Ehmes		X
Languages & Literature Division Chair	Resida Keller	X	
Math & Science Division Chair	Kathy Hayes		X
Public Health Division Chair	Paul Dacanay		X
Education Division Chair	Magdalena Hallers		x
Business Division Chair	Joseph Felix Jr	X	
Chuuk Campus Faculty Rep	Alton Higashi	X	
Chuuk Campus Faculty Rep	Lynn Sipenuk	X	
Chuuk Campus Instructional Coordinator	Mariano Marcus		X
Kosrae Campus Instructional Coordinator	Nena Mike		X
Kosrae Campus Faculty Rep	Gil Pettigrew		X
Hotel/Restaurant Management Div. 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	
FMI Campus Director	Mathias Ewarmai	X	
Yap Campus Instructional Coordinator (acting)	Joy Guarin	X	
Pohnpei Campus Faculty Rep	Charles Aiseam	X	

**Additional Attendees:**

**Agenda/Major Topics of Discussion:**

**I. New Business**

1. Course modifications
2. CAC meeting schedule
3. Proposal for suggested changes to committee structure
4. Other
5. Next meeting: August 25, 2014

**Discussion of Agenda/Information Sharing:**

**1.) Course Modifications:**

- All course outlines that are submitted for review need to be converted into the correct course outline template that is in the endorsed CAC handbook.
- AR 101: After a discussion about issues with this course outline (i.e. assessment strategies not really strategies; basic knowledge/introductory yet matrix indicates “M” or mastery; too many SLOs, etc.), it was moved and unanimously approved that a reader team to review this course outline before the next CAC meeting will be assigned by the CAC chairperson and officers. The AR 101 course outline

modification was initiated by the VPIA's office. Once the course outline is approved, the Art instructor will be responsible for traveling to other state campuses where the course is needed to deliver the course or give course via online methods.

- EN 201: Lang/Lit division chair indicated that the course had been sent out to state campuses and that the feedback given had been incorporated into the outline. The format/template used was that from the CAC Handbook. There is a need for the template to be provided in Word format for course outline submissions. Lang/Lit Division Chair will verify format and send final outline to CAC Chair; Chuuk Campus did indicate support for this course's use of best practices which is in line with the college's mission statement. Motion was made and unanimously approved that the CAC officers will assign a reader team to review this course outline prior to the next CAC meeting.
- 1<sup>st</sup> year Experience Course: The CAC needs to review this course as the plan is to have this course approved in Fall 2014 and implemented in the Spring and added to all programs. There were some concerns with the alignment of the Gen Ed PSLOs to the SLOs in the course outline, concern with assessment strategies listed as activities and not strategies, and content being too extensive for a six-week/1.5 credit class. It was reported that since this course will be required of all students regardless of major/program, a teacher's guide is in development. The CAC sees a need for such a class and also a study skills class; UOG does require all of our students who transfer to take a study skills class. Motion was made and approved to also have CAC officers assign a reader team to review this course outline.

## **2.) CAC Fall Semester Meeting Schedule:**

- Since the 1<sup>st</sup> day of instruction is on Aug. 18<sup>th</sup>, it was suggested that CAC meet on the following days:
  - 1<sup>st</sup> meeting on Aug. 25<sup>th</sup> and then every two weeks after. Time/day remains the same:
    - Mondays at 1-2pm;
    - August 25<sup>th</sup>
    - Sept. 8<sup>th</sup>
    - Sept. 22<sup>nd</sup>
    - Oct. 6<sup>th</sup>
    - Oct. 20<sup>th</sup>
    - Nov. 10<sup>th</sup> (since Nov. 3<sup>rd</sup> is a holiday)
    - Nov. 24<sup>th</sup>
    - Dec. 15<sup>th</sup>

The above schedule was moved and unanimously approved to be the CAC meeting schedule for Fall 2014.

## **3.) Proposal from VPIEQA on suggested changes to committee structure:**

- Per the email about suggested changes to the committee structure that was sent out by the VPIEQA, the discussion was that before any changes are made to the current committee structure, formal assessment of the overall effectiveness of the current committee structure must be done. A suggestion was made last semester by a CAC member that this be done so that there are data to support any changes.
- A motion was made and unanimously approved that the CAC draft a letter to the VPIEQA recommending that before any changes are made to the committee structure that the overall effectiveness of this committee structure be assessed. Other concerns discussed included the need for clarification of the duties of the

division chairs in assessment and their roles and duties in the CAC; what are the duties of the CAC? CAC priority should be on the content quality and delivery of the curriculum and that the curriculum should drive assessment/TracDat and not the other way around. Some of the suggested changes seem to be a result of lack of training (i.e. the low turn-out of PRC committee—members don't really know what they are to do); confusion on GenEd and assessment policies and roles of members in committees. The letter from the CAC should recommend assessment of the effectiveness of the committee structure as a means of addressing some of these concerns.

- 4.) **Meeting adjourned at 1:00pm.** The next meeting will be the first meeting for the Fall 2014 semester, August 25, 2014.

**Handouts/Documents Referenced:**

Proposed CAC calendar/timeline

**College Web Site Link:**

<b>Prepared by:</b>	<i>Resida S. Keller</i>	<b>Date Distributed:</b>	<i>8/11/14</i>
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**Approval of Minutes Process & Responses:**

Unanimous decision for approval via electronic mail.

<b>Submitted by:</b> Resida S. Keller		<b>Date Submitted:</b>	<i>8/25/14</i>
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**

- 1.) Reader teams will be appointed to review EN 201 and AR 101 course modifications and proposed First-year Experience course outline.[CAC officers]
- 2.) Fall semester meeting schedule was adopted.
- 3.) Letter to be sent to VPIEQA suggesting assessment of committee structure.  
[CAC Chair]