

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
October 20, 2014	1:08p.m.	President's Conference Room	
Members			
Titles/Reps	Name	Present	Absent
Chairperson	Susan Moses	x	
Vice-Chairperson/ Business Division Chair	Joseph Felix Jr	x	
Secretary/ Hospitality & Tourism Management Division Chair	Debra Perman	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	
Social Sciences Division Chair	Delihna Manuel		
Trade & Technology Division Chair	Gardner Edgar	x	
Chuuk Campus Instructional Coordinator	Mariano Marcus	x	
Chuuk Campus Faculty Rep.	Lynn Sipenuk	x	
Chuuk Campus Faculty Rep.	Alton Higashi	x	
Pohnpei Campus Faculty Rep.	Charles Aiseam		x
Pohnpei Campus Faculty Rep	Shirley Jano		x
Kosrae Campus Instructional Coordinator	Nena Mike	x	
Kosrae Campus Faculty Rep.	Sharon Oviedo		x-class
FMI Campus Rep.	Mathias Ewarmai	x	
FMI Campus Rep.	Alvin Sinem	x	
Yap Campus Instructional Coordinator (Acting)	Joy Guarin	x	
Yap Campus Faculty Rep.	Vacant		
Additional Attendees:		VPIA-Karen Simion and DAP-Maria Dison	
Agenda/Major Topics of Discussion:			
<ol style="list-style-type: none"> 1. Call to order and review of agenda 2. Minutes of previous meeting <ol style="list-style-type: none"> a. October 6, 2014 (Results of electronic vote) 3. Follow up/follow through on previous items <ol style="list-style-type: none"> a. FMI membership b. List of courses to be revised by program c. Report from DAP on status of instructions for course outline completion d. Continuation of presentation on Program Prioritization by VPIA/DAP 4. New business <ol style="list-style-type: none"> a. Schedule for course outline revision <ol style="list-style-type: none"> 1) Submission of first revised outline – November 12, 2014 2) Reader teams complete review by November 21, 2014 3) If deemed RFA, on CAC agenda for approval November 24, 2014 b. CAC position on Program Prioritization recommendations* 5. Adjournment 			
Discussion of Agenda/Information Sharing:			

1. Call to order and review of agenda-
 - Meeting was called to order at 1:08pm after a change of venue due to teleconference device malfunction. Meeting was moved to the President's conference room.
2. Minutes of previous meeting-
 - a. October 6, 2014* (Results of electronic vote)-
 - Secretary announced the October 6, 2014 minutes passed with 13 approvals.
3. Follow up/follow through on previous items
 - a. FMI membership-
 - Chair announced that FMI Director is no longer a member of the Administration and remains as a representative in CAC along with new member Alvin Sinem, who is replacing Alex Raiuklur.
 - b. List of courses to be revised by program-
 - Chair reported that she received a list of courses owned by programs per Tractdat and conducted an audit and found missing courses in Math, Science, Marine Science, HCOP, and ACE. She encouraged submission as soon as possible.
 - Math and Sciences Division Chair acknowledged and agreed to do so.
 - Chair expressed concern regarding the ACE program courses and suggested a discussion with ACE Coordinator at another time.
 - c. Report from DAP on status of instructions for course outline completion-
 - DAP reported that she is currently working on it and should be ready in time for distribution soon.
 - Business Division Chair suggested that it be ready before divisions start revisions on their respective course outlines.
 - d. Continuation of presentation on Program Prioritization by VPIA/DAP-
 - Before VPIA continued with her presentation, Chair reminded members to pay close attention to CAC Endorsement Decision Table sent out earlier.
 - VPIA continued with her presentation by summarizing what she had already mentioned regarding terminal degrees in the last meeting and adding for us to look at what's happening in our FSM society and the fact that we participate in a global society.
 - She reported that the nation has raised expectations for Bachelor's programs and not just AS, further stating that the FSM is now looking to employ graduates with at least a bachelor's; Chair asked that data be provided to share with the committee.
 - Member shared views including: if we want terminal degrees then we should provide students with skills that can get them in the workforce; example used was COA Trial Counsellor Program which was designed for graduates working within the FSM at the municipal courts; non-trasferrable courses to universities such as Biology and Chemistry into UH Manoa was an example used as weak courses that we currently have; students transferring to universities will need course syllabi or outlines of courses that need to be transferred, provided that we have a strong articulation with the institution; all course syllabi should be standardized.
 - VPIA's response was she is open to one set of core courses that lead into career pathways. She reminded members that she will be discussing this with each program. Issue is that if students take all General Education courses at their respective state campuses causes them to take only a few courses and delaying their course of study completion due to the prerequisites set by each program's core courses.
4. New business
 - a. Schedule for course outline revision-
 - 1) Submission of first revised outline – November 12, 2014
 - Chair announced for everyone to note that November 12 is a Wednesday and the due date for all courses to be revised. All division chairs are to submit as a package to CAC Chair as follows: 1)

Course Modification Form; 2) Current Course Outline; and 3) Revised Course Outline.

2) Reader teams complete review by November 21, 2014

- Chair noted a correction in the above date to be changed to November 19. CAC officers will meet to form and assign reader teams. Chair stressed the need for each program to identify initial course or courses to be reviewed.

3) If deemed RFA, on CAC agenda for approval November 24, 2014

- Chair announced that if a course outline is deemed RFA, then it would be on the CAC agenda for approval on the November 24 meeting. However, if not then on the last meeting date, December 15. The goal is to have at least one course outline revision per program approved before the end of the semester.

b. CAC position on Program Prioritization recommendations

- VPIA announced to expedite the process and to keep in mind that Finance Committee is waiting on CAC recommendation before they decide what to do. She stated that there should be no more delays because the report was sent out back in May and everyone should have had ample time to review and come up with a decision or recommendation.
- Chair asked that VPIA clarify CAC's role in the decision making process and the response was to submit minutes of (this) meeting and the endorsement table or whatever documentation can be provided as evidence that CAC did a comprehensive review of the Academic Program Prioritization Report. It does not necessarily need a majority voting decision on the matter.
- Since the committee members have not fully submitted their comments for endorsement of the recommendation table, Chair announced that no action will be taken until VPIA complete visit with programs and provide employment data; will defer decisions and continue to poll members for comments.

5. Adjournment

- Vice-Chair informed members to submit any additional comments via email and adjourned the meeting at 2:11pm.

Handouts/Documents Referenced:

1. 2014 Academic Program Review
2. CAC Endorsement Decision Table

College Web Site Link:

Prepared by:	<i>Debra W. Perman</i>	Date Distributed:	11/4/14
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Approval of Minutes Process & Responses:

- Electronic votes: 14 approvals; 1 abstain

Submitted by:	<i>Debra W. Perman</i>	Date Submitted:	11/10/14
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- October 6 Minutes Approved; 13 votes.
- Additional Comments to Academic Program Review Report to be submitted to Chair no later than Thursday, 10/23.
- Submission of Course Outlines to be reviewed due November 12 to Chair.
- Reader Team Review Completion by November 19.