

**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>		
November 10, 2014	1:03pm	Board Conference Room		
<b>Members</b>				
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	
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 M. Ehmes	X		
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		
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:** DAP-Maria Dison

- Agenda/Major Topics of Discussion:**
1. Call to order and review of agenda
  2. Minutes of previous meetings
    - a. October 20, 2014\* (Results of electronic vote)
  3. Follow up/follow through on previous items
    - a. Policies
      - 1) D as a passing grade (with VPIA/DAP)
      - 2) Plus and minus grades (with VPIA/DAP)
    - b. Instructions for Course Outlines (with DAP)
    - c. Reminder of course outline review schedule
      - Submission of first revised course outline – November 12, 2014
      - Reader teams complete review by November 19, 2014
      - If deemed RFA, on CAC agenda for approval November 24, 2014
    - d. CAC Action on Academic Program Prioritization 2014 Report and Recommendations of August 2014\*
  4. New business
    - a. Policies
      - 1) Board Policy No. 3107 Academic Honors (first reading)
      - 2) Board Policy No. 3101 Academic Program Requirements (first reading)
      - 3) Board Policy 3102 Major Subject Area (first reading)
      - 4) Board Policy 3206 Course Outlines – New and Revised (first reading)
      - 5) Handbook: Procedures for Initiating and Writing New Course Outlines (first reading)
  5. Adjournment

## Discussion of Agenda/Information Sharing:

1. Call to order and review of agenda-
    - Meeting was called to order at 1:03pm. Before reviewing the agenda Chair welcomed members that were present and also thanked ex-officio member Maria Dison (Interim DAP) for attending.
  2. Minutes of previous meetings:
    - a. October 20, 2014\* (Results of electronic vote)
      - Secretary reported that the Minutes passed with 14 approvals and 1 abstain.
  3. Follow up/follow through on previous items:
    - a. Policies-
      - 1) D as a passing grade (with VPIA/DAP)
      - 2) Plus and minus grades (with VPIA/DAP)
      - Interim DAP reported that she is still gathering information and updating herself on the issue at hand and will be drafting the policy; she added a reminder that should plus or minus (+ or -) be considered, there will be an impact for C minuses as being non-transferrable as well as D.
      - Chair commented that 6 to 8 years ago the College used to have plus and minuses and all of sudden they disappeared from transcripts and grading sheets. She added that it is not for calculation but mainly for expressing the student's grade.
      - Shared comments and thoughts of other members included the concern of how to determine a plus or minus on the grading scale; how will such changes affect students' transcripts; and whether it is acceptable for students to graduate with a D.
    - b. Instructions for Course Outlines (with DAP)-
      - Chair thanked DAP for work on instructions.
    - c. Reminder of course outline review schedule-
      - Chair announced that the reader team table was emailed out and added a reminder for members to communicate to faculty to focus on process and review and that it is not simply formatting but more of re-thinking the course and changes for improvement in programs and courses.
      - She posed the question for DAP to address on how many ISLOs per course and DAP's response - depends on the linkage on the ISLO and SLO. Chair asked if each specific SLO should be linked to at least one ISLO and DAP will look into it and get back to Chair.
      - Chair again emphasized the need to take time to pay attention to the appropriate ISLO for each assessment strategy.
      - Chair asked for comments regarding the assessment portion of the course outlines; responses included:
        - the need for consistency; each SLO should have specific assessment strategies;
        - disagree to specify or dictate how SLOs are to be assessed;
        - should have more than one type of assessment strategy; and
        - some strategies may need to be identical and it all depends on the course.
      - Chair commented that one member had proposed to insert words 'suggested' or 'or' under assessment strategies and for all to look out for alignment issues of general SLOs and specific ones in accordance to Bloom's taxonomy.
- Chair reminded members of the following:
- Submission of first revised course outline – November 12, 2014
  - Reader teams complete review by November 19, 2014
  - If deemed RFA, on CAC agenda for approval November 24, 2014
- d. CAC Action on Academic Program Prioritization 2014 Report and Recommendations of August 2014\*-
    - Chair recited action item, motion introduced to vote and seconded; unanimous decision to approve.

Agenda item: **3d**

Proposed action: The Chair will advise the Interim VPIA that the CAC reviewed the specific and general recommendations found on p. 4 of the Academic Program Prioritization 2014 Report and Recommendations of August 2014 and was unable to reach consensus on endorsement of the recommendations. The Chair will forward all of the comments made by both CAC and other faculty members to the Interim VPIA for consideration as these recommendations are being reviewed by the administration. The Interim VPIA is encouraged to hold meetings with individual divisions as soon as possible regarding the future of each program and ensure that all decisions reached are based on data on graduation, retention, employment, transfer, and the human resource needs at both the state and national levels.

Rationale: On September 24, 2014, the Academic Program Prioritization 2014 Report and Recommendations of August 2014 was distributed electronically to all CAC members for their review and comment. Subsequently, the Interim VPIA was invited to both the October 6<sup>th</sup> and October 20<sup>th</sup> meetings to provide background information on the report recommendations. During that same period a total of 10 written comments from CAC and other faculty members were received. A decision table of the recommendations was created to serve as a guide for discussion at the October 20, 2014, CAC meeting. A review of the written comments as well as the oral discussions evidenced in the minutes of both the October 6 and 20 meetings reflect a wide disparity of views on the recommendations. Of particular concern was the quality of the data provided in the program reviews and the lack of employment, transfer, and other pertinent data to validate the recommendations.

4. New business-tabled for next meeting; Chair provided background for the need to update- changing old terminology to new and will send out decision table.

5. Adjournment-

➤ Chair adjourned meeting at 1:54pm.

**Handouts/Documents Referenced:**

- 1) Board Policy No. 3107 Academic Honors
- 2) Board Policy No. 3101 Academic Program Requirements
- 3) Board Policy 3102 Major Subject Area
- 4) Board Policy 3206 Course Outlines – New and Revised
- 5) Handbook: Procedures for Initiating and Writing New Course Outlines
- 6) CAC 2014 Course Outline Reader Team Assignment Table
- 7) CAC Action Item on Academic Program Prioritization 2014 Report

**College Web Site Link:**

**Prepared by:**

*Debra W. Perman*

**Date Distributed:**

**Approval of Minutes Process & Responses:**

➤ Electronic votes: 8 approvals; 2 abstains

**Submitted by:**

*Debra W. Perman*

**Date Submitted:**

**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

- Approved CAC Action Item on Academic Program Prioritization 2014 Report.
- DAP will look into ISLO linkage requirements on course outlines.
- Chair will send out decision grid on policies for endorsement.