

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
November 24, 2014	1:03pm	Board 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 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		

**Reported that acting VPSS scheduled a meeting with Kosrae Campus faculty at 12:30pm.*

Additional Attendees:	IDAP- Maria Dison (ex-officio)
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order and review of agenda 2. Minutes of previous meetings <ol style="list-style-type: none"> a. November 10, 2014* (Results of electronic vote) 3. Follow up/follow through on previous items <ol style="list-style-type: none"> a. Follow through on CAC Action on Academic Program Prioritization 2014 Report and Recommendations of August 2014 b. Policies <ol style="list-style-type: none"> 1) D as a passing grade (with VPIA/DAP) 2) Plus and minus grades (with VPIA/DAP) 3) Board Policy No. 3107 Academic Honors (first reading) 4) Board Policy No. 3101 Academic Program Requirements (first reading) 5) Board Policy 3102 Major Subject Area (first reading) 6) Board Policy 3206 Course Outlines – New and Revised (first reading) 7) Handbook: Procedures for Initiating and Writing New Course Outlines (first reading) c. Status of course outline revision/review process 4. New business <ol style="list-style-type: none"> 1) Report from V Chair on 11/21/14 COC meeting 2) Courses RFA <ol style="list-style-type: none"> a) AR 101* b) HTM 110* 5. Adjournment

Discussion of Agenda/Information Sharing:

1. Call to order and review of agenda
 - Chair called the meeting to order at 1:03pm and reviewed the agenda.
2. Minutes of previous meetings
 - a. November 10, 2014* (Results of electronic vote)-
 - Secretary reported the minutes from November 10 was amended and approved to include correction on attendance roster and changing Delihna Manuel's name to reflect Delihna M. Ehmes. There were 12 votes to approve and 2 votes to abstain.
3. Follow up/follow through on previous items
 - a. Follow through on CAC Action on Academic Program Prioritization 2014 Report and Recommendations of August 2014-
 - Chair reported that the memo was sent to VPIA on November 12.
 - b. Policies
 - 1) D as a passing grade (with VPIA/DAP)-
 - IDAP reported that upon drafting the policy, she encountered some issues that needed input and feedback from students because of how it may impact grades. She went on to share VPIA's concern regarding the issue of the letter grade D being non-transferrable to other institutions.
 - In regards to student input, Chair suggested coordinating with division chairs or faculty and working with a focused group; IDAP agreed and mentioned that she was actually debating whether to do so or after policy has been drafted.
 - Concerns were shared by members including:
 - What the point of the policy was; whether D is a passing grade for degrees; is D a prerequisite for another course; and D is a passing grade for general education courses but not transferrable.
 - Chair requested that additional research be made as to the background of the policy and she will also need to discuss with VPIA. (Drafting of policy still pending)
 - 2) Plus and minus grades (with VPIA/DAP)-
 - IDAP reported that she already drafted the policy but has yet to identify a standardized scale of what constitutes a plus or minus grade. For example, whether 89% is a B or a B+. She will provide a proposed scale and share with members on the next scheduled meeting.
- 3) Board Policy No. 3107 Academic Honors (first reading)-
 - IDAP commented that modification made was to include honor roll recognition of graduates with less than full time status.
 - Chair polled members for comments; all were in agreement; unanimous decision was made to approve.
- 4) Board Policy No. 3101 Academic Program Requirements (first reading)-
 - IDAP commented that the significant change made to the policy was to distinguish degree and certificate requirements.
 - Chair polled members for comments; those expressed included:
 - Why at least 30 credits for certificate level? (Chair mentioned that it is a set number for a prescribed series of courses.)
 - In regards to scholarship, what is the 2.0 gpa based on? Final semester's or cumulative?
 - Chair asked for another reading on the next scheduled meeting once the wording of the policy has been finalized.
- 5) Board Policy 3102 Major Subject Area (first reading)-
 - IDAP commented that the only modification was an updating of the references and links.
 - Members posed concerns and questions including:

- When students are advised to seek career counseling do we have any evidence on their competencies?
 - Maybe to be incorporated in the 1st Year Experience course;
 - In terms of counselors, who are they?
 - Current counselors in certain campuses lack adequate materials and training;
 - The policy is in need of a change to update accordingly;
 - Recommend tweaking, provide training;
 - Utilize existing faculty as counselors to save on resources;
- Chair recommended that revision of the policy include input of Student Services.
- 6) Board Policy 3206 Course Outlines – New and Revised (first reading)-
- Chair commented that a board policy with accompanying procedures need not go to the board when revisions to those procedures are made.
 - Chair apologized to the members for sending out the wrong version and asked IDAP to read policy. IDAP did so stressing that the major work done is to shorten the policy and separate from the procedures.
 - Chair will send out the correct version for members to review.
 - It will be reviewed on the next scheduled meeting.
- 7) Handbook: Procedures for Initiating and Writing New Course Outlines (first reading) –
- IDAP will be working on the procedures to be looked at on the next scheduled meeting.
- c. Status of course outline revision/review process-
- Chair reported that work is progressing and thanked everyone for the good work; we are on a learning curve and although she received some comments to put on hold until after VPIA’s workshop slated for December 16 & 17, the process must continue without further delay. She encouraged everyone to keep up the momentum.
4. New business
- 1) Report from Vice Chair on 11/21/14 COC meeting-
- Chair asked Vice Chair to send out to members and members to provide feedback or comments.
- 2) Courses RFA
- a) AR 101*-
- Unanimous decision was made to approve with recommendation to make future changes and include ISLO #7 and link to relevant PSLO(s) and CSLO(s).
- b) HTM 110*-
- Unanimous decision was made to approve.
5. Adjournment-Vice Chair adjourned the meeting at 2:04pm.

Handouts/Documents Referenced:

- 1) D as a passing grade
- 2) Plus and minus grades
- 3) Board Policy No. 3107 Academic Honors
- 4) Board Policy No. 3101 Academic Program Requirements
- 5) Board Policy 3102 Major Subject Area
- 6) Board Policy 3206 Course Outlines – New and Revised
- 7) Handbook: Procedures for Initiating and Writing New Course Outlines
- 8) AR101 Revised Course Outline
- 9) AR101 Checklist
- 10) HTM110 Revised Course Outline
- 11) HTM110 Checklist

College Web Site Link:

Prepared by:	<i>Debra W. Perman</i>	Date Distributed:	11/27/14
Approval of Minutes Process & Responses:			
➤ Electronic votes: 11 approvals; 1 abstain			
Submitted by:	<i>Debra W. Perman</i>	Date Submitted:	<i>12/15/14</i>
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
<ul style="list-style-type: none"> ➤ Board Policy No. 3107 Academic Honors was approved. ➤ AR101 and HTM110 Revised Course Outlines were approved. ➤ Board Policy No. 3101 still in revision and should be ready for 2nd reading by next meeting , Dec. 8. ➤ Board Policy No. 3102 still in revision. ➤ Board Policy 3206 Course Outlines –still in revision ➤ Handbook: Procedures for Initiating and Writing New Course Outlines –still in revision ➤ Vice Chair emailing out summary report on COC meeting. 			