

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
December 15, 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		

**Submitted comments via electronic.*

***Campus Christmas Party.*

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 24, 2014* (Results of electronic vote) 3. Follow up/follow through on previous items <ol style="list-style-type: none"> a. Policies <ol style="list-style-type: none"> 1. D as a passing grade (DAP) 2. Plus and minus grades* (DAP) 3. Board Policy No. 3101 Academic Program Requirements* (second reading) 4. Board Policy 3102 Major Subject Area* (second reading) 5. Board Policy 3206 Course Outlines – New and Revised* (first reading) 6. Handbook: Procedures for Initiating and Writing New Course Outlines* (second reading) b. Status of course outline revision/review process 4. New business <ol style="list-style-type: none"> 1) Proposed spring meeting schedule* <table border="0" style="margin-left: 20px;"> <tr> <td>January 19, 2015</td> <td>March 16, 2015</td> <td>May 13, 2015</td> </tr> <tr> <td>February 2, 2015</td> <td>March 23, 2015</td> <td></td> </tr> <tr> <td>February 16, 2015</td> <td>April 13, 2015</td> <td></td> </tr> <tr> <td>March 2, 2015</td> <td>April 27, 2015</td> <td></td> </tr> </table> 2) Courses RFA <ol style="list-style-type: none"> a) PH 111* c) SC 112* b) NU 133* d) MR 240* 	January 19, 2015	March 16, 2015	May 13, 2015	February 2, 2015	March 23, 2015		February 16, 2015	April 13, 2015		March 2, 2015	April 27, 2015	
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- 3) Reminders
 - a) Input for Standard IIA
- 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 did a brief overview of the agenda.
2. Minutes of previous meetings
 - a. November 24, 2014*
 - Secretary reported passing of the November 24 meeting with 11 approval and 1 abstain votes.
3. Follow up/follow through on previous items
 - a. Policies
 - 1) D as a passing grade (DAP)-
 - Chair reported that there was no longer a need for CAC to review the policy since it is just a matter of the SIS not recognizing anything below a C to fulfill prerequisites. Therefore, the SIS has been fixed to address issue.
 - Chair polled members for comments:
 - One member asked if having a policy means no policy and DAP clarified that status quo is D is a passing grade and if programs want to specify otherwise for respective courses then it should be stated in the course outlines because what will be put into the SIS should be as stated in all course outlines.
 - 2) Plus and minus grades* (DAP)-
 - DAP reported that the introduced grading scale remains the same as the current numerical value and since it's the 2nd reading of this policy she will entertain questions; she added a point to put numerical value instead of description.
 - Members' comments/questions:
 - There is a need for numerical grade between plus and minus; still need to distinguish scaling;
 - There is a difference between WP (withdrawal pass) and WF (withdrawal fail); there should be numerical value for plus and minuses;
 - DAP explained that scores for each grade is a different policy and this one is clarified as the grade point system.
 - Both DAP and Chair reiterated that there is a separate policy for scaling.
 - Other members' comments:
 - Prefer to have both policies on the table possibly at the next meeting to avoid confusion;
 - Is there a need for two policies? Perhaps stick with points as it is.
 - Recollection of rationale was to differentiate student getting an A vs. an A minus; it would help if we provide a range.
 - There was a motion to adopt and was seconded.
 - Members voted: 10 members present along with one submitted to Chair electronically voted yes to approve provided that both policies be presented in the next meeting and two members abstained.
 - 3) Board Policy No. 3101 Academic Program Requirements* (second reading)
 - DAP reported that she made the change concerning the 'Scholarship' section and added 'graduation' before semester which refers to the graduating semester.
 - Members' comments:
 - Is an application for grad same as a checklist or are they two different documents?
 - Why do we have the requirement 2.0 semester despite cum high? What about those taking elective courses?

- Certificate students gpa transfers when taking degree;
- Is this policy applicable for any college a student would apply to?
- Under the certificate programs is there a need to submit application for graduation? (DAP responded- yes).
- A motion to vote was moved and seconded.
- Members voted: 9 members present along with one electronic vote submitted to Chair voted yes to approve and 4 members voted no.
- Chair asked in the interest of time, for rationale of no votes to be submitted to her via email.

4) Board Policy 3102 Major Subject Area* (second reading)

- DAP reported that she consulted with VPIA and the word Counselors was changed to Academic Advisors; also the 2nd paragraph phrase ‘before changing a major’ was inserted. As for Career counseling, if none at campuses, then a request for training must be communicated.
- Chair added that this was a response to concerns to the last meeting.
- Member comments:
 - Does this pertain only to degree programs? (DAP responded no.)
 - Should it apply only to degree? (DAP- thinks it should apply to all.)
 - Recommended change word SUBJECT to PROGRAM and add certificate;
- Motion to vote was moved and seconded.
- Policy approved unanimously.

5) Board Policy 3206 Course Outlines – New and Revised* (first reading)

- Chair reminded members that this is an attempt to separate policy from procedures so that if any future changes to the procedures are done, it need not go through the board.
- DAP reported that the only change was the last part which reads, “revised every 5 years” as indicated. Other minor changes included course outlines ‘under Academics’- for new faculty; campus with director (added).
- Member comments:
 - Clarification for every 2 years revision or 5?
 - Policy title should be changed and omit ‘New and Revised, just leave Course Outline.
- *(Secretary has no record of the outcome of the above policy on whether there was a motion was passed and will need member’s input.)*

6) Handbook: Procedures for Initiating and Writing New Course Outlines* (second reading)

- DAP reported that changes made to include titles of positions and change voice of language.
- Motion to vote was moved and seconded.
- Votes: 11 approvals and 1 abstain.

b. Status of course outline revision/review process-

- Chair expressed appreciation to divisions and readers. She reported that still missing Math, ESS, Ag, ACE, & Education course outlines; need additional courses from LA and encouraged respective programs to please submit as soon as possible.
- Member inquired on the best way to reach out to state campuses and suggestions were to go through ICs and also utilize Google docs under Assessment Coordinator’s page on wiki.
- Chair asked ICs present to help out.

4. New business-

1) Proposed spring meeting schedule*

January 19, 2015	March 16, 2015
February 2, 2015	March 23, 2015

- Plus and minus grade Policy approved.
- Chair/DAP to provide two policies in question under agenda section 3.a.2 for next meeting.
- Board Policy 3101 approved.
- Board Policy 3102 approved.
- Handbook procedures approved.
- Missing division course outlines to be submitted to CAC Chair as soon as possible.
- PH course outlines deemed not RFA to be returned and resubmitted for review.
- Members to comment on proposed 2015 meeting calendar schedule by December 17.
- Members to provide comments to VPIA Standard IIA.