

Committee Minutes Reporting Form

Committee or Working Group				<i>Curriculum and Assessment Committee</i>			
Date:		Time:		Location:			
February 02, 2015		1:00pm		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			
*Expiration of Postpaid Calling Cards **Emailed comments to Chair ***Attending FSM Education Symposium							
Additional Attendees:				IDAP- Maria Dison (ex-officio)			
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. January 19, 2015* (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) "WP" grade – report from DAP 2) Course Grading system (second reading)* 3) Credit by Examination policy (first reading) b. Proposed date for "Lunch and Learn" meeting on Standard IIA with VPIEQA* (March 20, 2015) c. Report from Chair on 1/16/15 COC meeting d. Status of course outline revision/review process 4. New business <ol style="list-style-type: none"> a. Procedures for program modification <ol style="list-style-type: none"> 1) Proposed change to process for submission of program modification requests* b. Courses RFA* c. Program reviews and PASs (first reading) 5. Adjournment <p><u>Looking ahead:</u> courses with labs (no. of preps); inconsistency of schedules campus to campus re: faculty graduation participation; issue of faculty signing leave for classes missed AND making up the classes; issue of requiring a 2.0 during the last semester for graduation; N and NP grades for ACE</p>							

Discussion of Agenda/Information Sharing:

College of Micronesia – FSM

1. Call to order and review of agenda-
 - Chair called the meeting to order and reviewed the agenda.
2. Minutes of previous meetings
 - a. January 19, 2015* (Results of electronic vote)
 - Secretary was not available at the time to report on the minutes but later notified members via email that the minutes had passed with 14 votes to approve and 1 abstain.
3. Follow up/follow through on previous items
 - a. Policies
 - 1) “WP” grade – report from IDAP
 - Per request by CAC for clarification of what the “WP” grade is, I (IDAP) inquired with OAR staff as well as searched in the grades and registration status forms on the SIS and found out that there is no such grade as “WP” and this might be a typing error. However, there are “WD” and “WL” grades. “WD” stands for withdrawal from a class within the withdrawal period and carries a grade of “W” which is not calculated into the GPA. Whereas “WL” indicates late withdrawal from a class and is equivalent to a grade of “F” which is calculated into the GPA. OAR staff requested that they be informed when advisors see this “WP” grade on a student’s record so that they can make corrections as soon as possible.
 - 2) Course Grading system (second reading)*-
 - Chair asked for a brief report from members which included:
 - Some faculty members expressed their concern of percentages and do not want to be tied down; not in favor of percentages
 - Students favor the percentages and prefer over letter grades;
 - Since ranging is not tied to a student’s grade point average, it should be clarified;
 - Maybe percentages are not needed; a few could jeopardize grading integrity for other schools; should be consistent with the scale;
 - Other faculty members want to change gpa ranging; percentages okay same with students;
 - For ACE, it does not make a difference since grading system uses P and NP, 80% is considered a passing; percentage not necessary won’t affect gpa;
 - (Student concern) some colleges do not use letter grades and rely on percentages.
 - IDAP pointed out for clarification that the percentage range for example, 80-83=B is because of the number of digits between each interval. She also reminded everyone that a student’s gpa is printed out according to what we have in the system and that the pluses and minuses were always there and according to OAR, the grade sheet will reflect them accordingly.
 - A motion was introduced to pass the policy but to vote on whether to include percentages.
 - There were 4 yes votes and 6 no votes. Policy passed without percentages.
 - 3) Credit by Examination policy (first reading)
 - Chair clarified that purpose of review is for CAC to endorse policy as is and implement and that no voting is necessary because it is up only for first reading.
 - Member comments:
 - Concerns about how student’s grade would reflect therefore there is a need to make clear on policy;
 - Applies to programs especially experienced workers needing to come back to school; Chair-asked members to check with faculty;
 - Others move to endorse policy provided that it states how a student is to be graded.
 - Chair will work with DAP to tweak language of policy and encouraged members to involve faculty and students.

- b. Proposed date for “Lunch and Learn” meeting on Standard IIA with VPIEQA* (March 20, 2015)
 - Chair polled members adding the time 1-2pm and venue in the BOR conference room.
 - All acknowledged and agreed.
- c. Report from Chair on 1/16/15 COC meeting
 - Chair briefly reported that she shared the CAC self assessment with COC; HR reported that their work focused mostly on TORs-tuition policy; staff senate-has not been meeting; memo was brought to meeting warning faculty about getting docked for missing graduation; electronic deposit issue.
 - Primary purpose was to pass participatory governance review from VPIEQA. Some misunderstanding of role of COC.

 - One member posed a question regarding item discussed earlier on C as a passing grade and whether it would be acceptable to indicate on the course outline and a change to C (minus) instead.
 - IDAP responded that she does not see a problem with it, as long as it is indicated on the course outline.
- d. Status of course outline revision/review process
 - Chair reported that there is no movement at all and that we are exactly where we were at two weeks ago.
 - She asked for member comments or whether this was a healthy stall due to faculty workshop or if due to something else.
 - Member comments:
 - Business, PHT, HTM in progress;
 - Science-still working on changes with comments provided and working with state campuses;
 - Trade and Technology-still in progress and doing changes accordingly right after workshop;
 - Language and Literature-still meeting with faculty and set February deadline; no feedback at state campuses;
 - (Chair reminded to indicate on course modification of state campus non feedback or participation)
 - Yap Campus-received Vocational and Biology and currently working on them;
 - ACE are on the move with other campuses and faculty met but do not have mentors thus instructors-recommendation for lab hours;
 - AFT-working with Kosrae and Yap to get comments and recommendations;
 - At 2pm, 3 members had to leave because of classes.
 - A suggestion was made to set dates or deadlines; one proposal was submission of completed ones at least every 2 weeks; majority preferred Chair to send out emails to members to gather suggestions.
 - Chair of T& T asked that New Business item 4a be prioritized for next meeting.
 - Due to time constraints, Vice Chair adjourned the meeting at 2:05pm indicating that uncovered agenda items will be taken into consideration as priority on the next meeting.

Handouts/Documents Referenced:

1. Program Modification Procedures
2. Course Grading System
3. CAC Action Item 4c Program Reviews and PASs
4. Credit By Examination

College Web Site Link:

Prepared by:	<i>Debra W. Perman</i>	Date Distributed:	02/02/15
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Approval of Minutes Process & Responses:

- Electronic votes: 11 approvals, 3 abstains.

Submitted by:	<i>Debra W. Perman</i>	Date Submitted:	2/16/15
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- Course Grading System Policy passed without percentages.

- Chair will work with IDAP to tweak language of the Credit By Examination policy and encouraged members to involve faculty and students.
- Lunch and Learn meeting confirmed for March 20 at 1pm.
- Members are to email Chair on suggested deadlines for outstanding course outlines.