

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
February 16, 2015	1:19pm	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-sick
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-sick
Chuuk Campus Instructional Coordinator	Mariano Marcus	X	
Chuuk Campus Faculty Rep.	Lynn Sipenuk	X	
Chuuk Campus Faculty Rep.	Alton Higashi		X-sick
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		

* Emailed comments and votes to Chair. **Connection problem.

Additional Attendees: IDAP- Maria Dison (ex-officio)

Agenda/Major Topics of Discussion:

1. Call to order and review of agenda
2. Minutes of previous meetings
 - a. February 2, 2015* (Results of electronic vote)
3. Follow up/follow through on previous items/Reports
 - a. Policies
 - 1) Credit by Examination policy *(second reading)
 - b. Report from Vice Chair on 2/13/15 COC meeting
 - c. Status of course outline revision/review process
 - d. Reminder: March 20, 2015, Lunch and Learn meeting with VPIEQA, VPIA, and DAP to review Standard IIA (1:00 – 2:00 p.m. Pohnpei time)
4. New business
 - a. Procedures for program modification
 - 1) Proposed change to process for submission of program modification requests*
 - b. Courses RFA*
 - c. Program reviews and PASs (first reading)
5. Adjournment

Looking ahead: 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

Discussion of Agenda/Information Sharing:**College of Micronesia – FSM**

1. Call to order and review of agenda
 - Chair called the meeting to order at 1:19pm. (Delay was due to communication connectivity confusion).
 2. Minutes of previous meetings
 - a. February 2, 2015* (Results of electronic vote)
 - Secretary reported that it has yet to pass with 8 yes and 3 abstain votes. Due to the static in the VOIP system, she was not able to verbally poll members present overseas to cast their votes. An email reminder will be sent out accordingly. (Email confirmation received on Feb. 16 & 17 to pass with 11 yes and 3 abstain votes).
 3. Follow up/follow through on previous items/Reports
 - a. Policies
 - 1) Credit by Examination policy *(second reading)
 - IDAP reported that after her consultation with OAR, it was determined that the wording of the policy with respect to the calculation of a student's GPA needed work.
 - Chair asked that members who wish to propose alternative wording to email her accordingly.
- **By this time, the VOIP system was only relaying static and we lost connection with members on the line.
- Chair reminded everyone to submit course outlines in final stages by Wednesday, 2/25 and adjourned the 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:	<i>02/22/15</i>
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Approval of Minutes Process & Responses:

- Electronic votes: 12 approvals, 2 abstains.

Submitted by:	<i>Debra W. Perman</i>	Date Submitted:	<i>2/27/15</i>
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- Submit course outlines in final stages.
- Chair will follow up on communication system problem.