

Committee Minutes Reporting Form

Committee or Working Group *Curriculum and Assessment Committee*

Date: April 27, 2015 **Time:** 1:03pm **Location:** 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		

Additional Attendees: RAC Program Instructor, Bertoldo Esteban

Agenda/Major Topics of Discussion:

1. Call to order and review of agenda
 2. Minutes of previous meeting
 - a. March 2, 2015* (Results of electronic vote)
 - b. March 16, 2015* (Results of electronic vote)
 - c. April 13, 2015* (Results of electronic vote)
 3. Follow up/follow through on previous items/Reports
 - a. RAC Program Modification Request
 - b. Status of course outline revision/review process
 - 1) Courses RFA*
 - a) ESL/ BU 095 ESL for Business *
 - b) IS 220 Computer Programming*
 - c) IS 240 Webpage Development 1*
 - c. Policies
 - 1) BP 3302 Making up Classes* 4) AP 3309 Course Syllabus*
 - 2) AP 3302 Making up Classes* 5) BP 3119 Credits*
 - 3) BP 3309 Course Syllabus*
 4. New business
 - a. May 13, 2015 meeting
 - 1) Election of officers for AY 2015-16
 - 2) Approval of outstanding course outlines
 - 3) CAC evaluation
 5. Adjournment
- Looking ahead: courses with labs (no. of preps); classes missed AND making up the classes; N and NP grades for ACE; inconsistent calendar for national and state campuses for faculty.

Discussion of Agenda/Information Sharing:

College of Micronesia – FSM

1. Call to order and review of agenda
 - Meeting was called to order at 1:03pm; quorum was met for discussion; Chair reviewed agenda and announced for members to refer to the revised version sent out on 4/23/15 reflecting the change in the order of the line items.
2. Minutes of previous meeting
 - a. March 2, 2015* (Results of electronic vote)-
 - Vice Chair reported that the minutes passed with 13 approvals and 2 abstain; Chair reminded Secretary to post on wiki.
 - b. March 16, 2015* (Results of electronic vote)-
 - Secretary apologetically reported the loss of the minutes and asked members to help out by sending in notes or any recollection of what transpired.
 - c. April 13, 2015* (Results of electronic vote)-
 - Vice Chair reported it needed some editing and will be shared with others accordingly.
3. Follow up/follow through on previous items/Reports
 - a. RAC Program Modification Request*-
 - Trade and Technology Division Chair introduced RAC Instructor and proceeded with presentation of RAC Program Modification Request providing an overview of the program and the emphasis for change brought about by factors including:
 - RAC has been running for the past 9 years and needed updating of its courses and structure to meet industry standards;
 - The College has recently entered into an agreement (MOU) with FSM OEEM to provide training on standards ensuring the promotion and adherence to the Montreal Protocol for the decrease or elimination of fluorocarbon emission.
 - Structure of the program courses will retain number of program credits but will focus on 30% theory and 70% hands-on. T&T Chair expressed that it will be using Hawaii Community College (HCC) as a model.
 - Other programs share prefix of “V” for courses thus to avoid confusion, RAC prefix will be used for all program courses.
 - Chair questioned about any changes on the number of credits for the program and mentioned that if it did it would require Board approval; response was that the number of credits remains the same for the program and only the credits for the courses were changed.
 - RAC Instructor added that by providing industry standards training to technicians, nation-wide, it allows the College, through FSM OEEM to offer standard testing for certification.
 - Chair thanked both T&T Chair and RAC Instructor for their presentation and polled members for comments.
 - Suggestion of inserting “best practices” in the program goals was made.
 - All present were in support.
 - Motion to vote was introduced and seconded. Votes were 13 approvals, 2 abstain.
 - Presenters thanked members and RAC Instructor was excused.
 - Chair announced that a proposal was introduced to EC to dissolve COC and for current members to be added on to EC. It was approved to dissolve the committee (COC) but disapproved for additional membership into EC and each former member of COC will have to communicate through their respective ex-officio. In that regard Chair met with IDAP and will try to track every action taken by CAC since August for their status and will compile a summary table to share on the next meeting.

b. Status of course outline revision/review process

- 1) Courses RFA*
 - a) ESL/ BU 095 ESL for Business *
- Not discussed.
 - b) IS 220 Computer Programming*
 - c) IS 240 Webpage Development 1*
- A comment was made regarding whether there is a need to indicate goal percentage specificity under Assessment Strategy and Business Division Chair responded that the intention was to connect with TractDat.
- Suggestion was made to remove since it was irrelevant to be on the course outline.
- Other comments included certain specific SLOs not being aligned with strategies, text reference not in APA or MLA format, and selection of the number of ISLOs.
- Chair suggested that course outlines be returned to author for the needed changes and that she will get clarification of the ISLO assessments.

- Because of time constraints, item under C below were tabled.

c. Policies

- 1) BP 3302 Making up Classes*
- 2) AP 3302 Making up Classes*
- 3) BP 3309 Course Syllabus*
- 4) AP 3309 Course Syllabus*
- 5) BP 3119 Credits*

4. New business

- a. May 13, 2015 meeting
 - Chair announced the last meeting would be May 13, 10am-12nn but welcomes suggestion for time changes. No consensus on time so officers will meet and decide, tentative change to 9am-11am.
- b. Election of officers for AY 2015-16
 - Chair briefly announced for members to start considering nominees and bring to next meeting.
- c. Approval of outstanding course outlines (tabled)
- d. CAC evaluation (tabled)

5. Adjournment- Meeting was adjourned at 1:59pm.

Handouts/Documents Referenced:

- 1) BP 3302 Making up Classes*
- 2) AP 3302 Making up Classes*
- 3) BP 3309 Course Syllabus*
- 4) AP 3309 Course Syllabus
- 5) BP 3119 Credits*
- 6) ESLBU095 Checklist, Course Modification Request, Course Outlines (Old and Revised)
- 7) IS220 Checklist, Course Modification Request, Course Outlines (Old and Revised)
- 8) IS240 Checklist, Course Modification Request, Course Outlines (Old and Revised)
- 9) RAC Program Modification Request Proposal

College Web Site Link:

Prepared by:

Debra W. Perman

Date Distributed:

5/6/15

Approval of Minutes Process & Responses:

➤ Electronic votes: 10 yes

Submitted by:

Debra W. Perman

Date Submitted:

5/6/15

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

- Secretary to post March 02 Minutes on wiki; prepare March 16 minutes and distribute for comments/voting in time to report by next meeting.
- Vice Chair will finalize April 13 Minutes and distribute for comments/voting in time to report by next meeting.
- RAC Program Modification Request Proposal Approved.
- IS220 & IS240 Course outlines returned to author for more revision.
- Next meeting scheduled for Wednesday, May 13. Tentative time: 9am-11am and will be confirmed after officers' meeting and members notified accordingly.