

Committee Minutes Reporting Form

| | | | |
|--|--------------------|--|---------------|
| Committee or Working Group | | <i>Curriculum and Assessment Committee</i> | |
| Date: | Time: | Location: | |
| April 13, 2015 | 1:05pm | 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 | | |

* Emailed comments and votes to Chair.

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Call to order and review of agenda
2. Minutes of previous meetings
 - a. March 2, 2015* (Results of electronic vote)
 - b. March 16, 2015* (Results of electronic vote)
3. Follow up/follow through on previous items/Reports
 - a. Policies
 - 1) Credit by Examination policy *
 - 2) Message re: need to improve communication on action taken on policies; VPIEQA response forwarded to CAC
 - 3) Message to VPIA re: need for additional training on revision on course outlines
 - 4) Message to VPIA re: change in program modification request procedures
VPIA approval forwarded to CAC
 - 5) Message to VPIA/VPIEQA re: program reviews and PASs; VPIEQA response forwarded to members
 - b. Report from Chair on 2/27/15 COC meeting
 - c. Status of course outline revision/review process
 - d. Follow up to March 20, 2015, Lunch and Learn meeting with VPIEQA, VPIA, and DAP to review Standard IIA
4. New business
 - a. Courses RFA *

- 1) ESL/BU 095 ESL for Business *
- 2) Others
- b. Revised Board Policy No 3101 Academic Program Requirements* (Scholarship section)
- c. Program reviews and PASs Recommendations
- d. New policies submitted by VPIA
 - 1) BP 3302 Making up Classes
 - 2) AP 3302 Making up Classes
 - 3) BP 3309 Course Syllabus
 - 4) AP 3302 Making up Classes
 - 5) BP 3119 Credits
- 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:

- 1. Call to order and review of agenda
 - Chair called the meeting to order at 1:05pm, even though only some members were present.
- 2. Minutes of previous meetings
 - a. March 2, 2015* (Results of electronic vote)
 - No results yet; secretary will present results on next meeting
 - b. March 16, 2015* (Results of electronic vote)
 - No results yet; secretary will present results on next meeting

3. Follow up/follow through on previous items/Reports

a. Policies

1) Credit by Examination policy *

- Committee voted to approve the revised policy as follows

Credit by Examination

Students may apply for credit-by-examination for approved COM-FSM courses which include in the course outline an examination, checklist, or other diagnostic device that measures students' understanding and fulfillment of the course objectives. The student must be in good academic standing and present evidence of competence in the subject. Students can attempt to challenge a course only once.

Credits for courses earned by examination will be entered on student's permanent record as "credit-by-examination." Credits so earned will not count toward the twelve-credit semester credit requirement for full-time student classification and no grade will be awarded or calculated into the GPA. No more than a total of sixteen semester credits may be earned by examination.

- 2) Message re: need to improve communication on action taken on policies; VPIEQA response forwarded to CAC

3) Message to VPIA re: need for additional training on revision on course outlines – no response from VPIA

4) Message to VPIA re: change in program modification request procedures

VPIA approval forwarded to CAC

5) Message to VPIA/VPIEQA re: program reviews and PASs; VPIEQA response forwarded to members

b. Report from Chair on 2/27/15 COC meeting

➤ COC voted to dissolve the committee

➤ COC proposed to committee chairs be made members of the Executive committee

c. Status of course outline revision/review process

➤ Course outlines from Social Science, Business, Vocational, Law, and Nursing and Public Health had been received by the readers

➤ No course outlines from Education and Liberal Arts

d. Follow up to March 20, 2015, Lunch and Learn meeting with VPIEQA, VPIA, and DAP to review Standard IIA. Chair urged members to submit comments to VPIA

4. New business

a. Courses RFA *

2) ESL/BU 095 ESL for Business *

2) Others

b. Revised Board Policy No 3101 Academic Program Requirements*

➤ CAC voted and approved this policy

c. Program reviews and PASs Recommendations

➤ Chair and Vice Chair met with DAP regarding program reviews and PASs recommendation. Common understanding of the process has been made and DAP had emailed the process on 1/10/15 to division chairs to work with their divisions. DAP will work with Divisions to provide feedback on program reviews and PAS recommendations to help Divisions develop action plans as appropriate.

d. New policies submitted by VPIA

1) BP 3302 Making up Classes

2) AP 3302 Making up Classes

3) BP 3309 Course Syllabus

4) AP 3302 Course Syllabus

5) BP 3119 Credits

➤ VPIA wants these policies to be ready for next Board's meeting

➤ Chair suggested that members may provide comments electronically; voting will take place at next meeting

5. Adjournment

| | | | |
|--|--------------------------|--------------------------|-----------------|
| Handouts/Documents Referenced: | | | |
| <ol style="list-style-type: none"> 1. 3101-1 – academic program requirements 2. 3119 bp Credits April 15 3. 3302 bp Making up classes April 15 4. 3309ap Syllabus 5. 3309 bp Syllabus April 15 6. AP 3302 Making up classes April 15 7. Credit By Examination | | | |
| College Web Site Link: | | | |
| Prepared by: | <i>Joseph Felix, Jr.</i> | Date Distributed: | <i>03/22/15</i> |
| Approval of Minutes Process & Responses: | | | |
| ➤ Electronic votes: 10 yes | | | |
| Submitted by: | <i>Joseph Felix, Jr.</i> | Date Submitted: | |
| Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities: | | | |
| <ul style="list-style-type: none"> ➤ Members voted for approval of Credit by Examination ➤ DAP will work with Division for Program Reviews and PASs recommendations ➤ Members of CAC will provide comments electronically and will vote on next CAC meeting for policies of BP 3302 Making up Classes, AP 3302 Making up Classes, BP 3309 Course Syllabus, AP 3309 Course Syllabus and BP3119 Credits ➤ Members voted for approval of Revised Board Policy of 3101 | | | |