

Committee Minutes Reporting Form

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| Committee or Working Group | | <i>Curriculum and Assessment Committee</i> | |
| Date: | Time: | Location: | |
| September 21, 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 | Sylvia Henry | X | |
| Social Sciences Division Chair | Delihna M. Ehmes | X | |
| Trade & Technology Division Chair | Gardner Edgar | X | |
| Chuuk Campus Instructional Coordinator | Vacant | | |
| 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 |
| Yap Campus Instructional Coordinator (Acting) | Joy Guarin | X | |
| Yap Campus Faculty Rep. | Vacant | | |
| Pohnpei Campus Instructional Coordinator | Maria Dison | X | |
| Additional Attendees: None | | | |
| Agenda/Major Topics of Discussion: | | | |
| <ol style="list-style-type: none"> 1. Call to order and review of agenda 2. Minutes of previous meeting <ol style="list-style-type: none"> a. September 7, 2015 meeting minutes* (electronic vote) 3. Follow up/follow through on previous items/Reports <ol style="list-style-type: none"> a. Revised TOR transmitted to VPs b. BP 3309 Course Syllabus (revisited to include SLOs as per accreditation standard IIA 3) by IDAP c. AP 3309 Course Syllabus* (from IDAP) d. Status of course outline revision/review process 4. New business <ol style="list-style-type: none"> a. Policies <ol style="list-style-type: none"> 1) BP 3302 Making up Classes* 2) AP 3302 Making up Classes* 3) BP 3119 Credits* 5. Adjournment <p><u>Looking ahead:</u> 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.</p> | | | |

Discussion of Agenda/Information Sharing:

1. Call to order and review of agenda
 - Chair called the meeting to order at 1pm and did a brief overview of the agenda.
2. Minutes of previous meeting
 - a. September 7, 2015 meeting minutes* (electronic vote)
 - Secretary reported that the last minutes passed with 12 yes and 1 abstain votes.
3. Follow up/follow through on previous items/Reports
 - a. Revised TOR transmitted to VPs-
 - Chair reported that the revised TOR was transmitted to the offices of VPIA and VPIEQA.
 - b. BP 3309 Course Syllabus (revisited to include SLOs as per accreditation standard IIA 3) by IDAP
 - IDAP explained that the committee had already passed the above policy but due to Chair's extensive review of Standard II and identifying the requirement of a course syllabus to contain student learning outcome from the approved course outline, there was a need to revisit and include the phrase "syllabus that include learning outcomes from the officially approved course outlines" into the policy and thanked Chair for bringing this matter to her attention.
 - Members were given the opportunity to comment on the change:
 - All faculty should have access to an electronic copy of the approved course outline;
 - What is the status of the policy? (Response from IDAP-it goes to EC, Cabinet, and then the Board);
 - Will the respective divisions be given an approved copy or loaded on Wiki? (IDAP response-yes to both).
 - A motion to approve the further revisions to the policy was moved and seconded.
 - Chair opened for further discussion-
 - If no approved course outline, then course cannot be offered? (Response from IDAP-yes).
 - No further comments made, members voted and unanimously approved.
 - c. AP 3309 Course Syllabus* (from IDAP)
 - IDAP indicated that the only change is the same with the BP3309.
 - Chair added that she met with IDAP earlier to discuss the need for broader input and asked that members share with faculty in their divisions and bring back comments to the next meeting.
 - Chair posed a question if students should be involved in the process and majority of the members agreed that students should be involved in the process to show ownership which will have a more positive impact because of their involvement in the creation of the procedure/policy.
 - Chair announced that members then go back to their student focus groups and get feedback and bring to the next meeting.
 - d. Status of course outline revision/review process
 - Chair reported that there is finally some movement and she received 24 revised ones, 13 were sent to reader teams, 11 were returned to divisions of which 10 were to incorporate revised requirements per checklist, and one for minor changes.
 - Chair reported that membership in Chuuk (namely IC) still not been replaced but IDAP explained that the Campus Dean is acting and assuming responsibilities of the post.
 - Chair announced that an issue in the review process has occurred and although she appreciated the scrutiny done on course outlines with regards to formatting, she expressed that there should not be a need and to only focus on content.
 - Chair opened for comments and those shared were:
 - Not to spend too much time on formatting;

- Division chairs must carefully review before submitting to Chair;
- Follow checklist and course outline template; if not then should be returned to the division;

4. New business

a. Policies

1) BP 3302 Making up Classes*

- IDAP explained that direct faculty instruction does not include online or assigning homework; an instructor has to be physically present per USDOE regulation citation and accreditation procedures. She asked that the policy be shared with the faculty for input and brought back to the next meeting.
- Comments provided were:
 - Need to define who it applies to for leave purposes for the employee; when leaves are to be for a long duration and beyond the division’s capacity to coordinate and make sure classes are offered accordingly, who then makes the appropriate arrangements? (Chair’s response was it should be the Administration).

2) AP 3302 Making up Classes*

- IDAP asked that this be shared with the faculty as well and that each respective division chair share clarification she provided earlier.
- Meeting adjourned at 2:07pm.

Handouts/Documents Referenced:

1. BP 3309 Course Syllabus
2. AP 3309 Course Syllabus
3. BP 3302 Making up Classes
4. AP 3302 Making up Classes

College Web Site Link:

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| Prepared by: | <i>Debra W. Perman</i> | Date Distributed: | <i>10/3/15</i> |
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Approval of Minutes Process & Responses:

➤ Electronic votes: 13 yes votes;

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|----------------------|------------------------|------------------------|----------------|
| Submitted by: | <i>Debra W. Perman</i> | Date Submitted: | <i>10/5/15</i> |
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- September 7 minutes approved and will be posted on wiki by Secretary.
- BP3309, AP3309, BP3302, and AP3302 are to be shared with faculty for input and comments.