

### Committee Minutes Reporting Form

<b>Committee or Working Group</b>			
<i>Curriculum and Assessment Committee</i>			
<b>Date:</b>		<b>Time:</b>	<b>Location:</b>
November 2, 2015		1:02pm	Board Conference Room
<b>Members</b>			
<b>Titles/Reps</b>		<b>Name</b>	<b>Present</b>
<b>Absent</b>			
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 (Acting)		Sister Erencia	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(SICK)
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

\*FSM Independence Day observed.

**Additional Attendees:** IVPIA and HRO Director

**Agenda/Major Topics of Discussion:**

1. Call to order and review of agenda
2. Minutes of previous meeting
  - a. October 19, 2015 meeting minutes\* (electronic vote)
3. Follow up/follow through on previous items/reports (Old business)
  - a. Course outlines RFA
    - 1) Status of recommended modifications to IS 220 and IS 240
    - 2) Status of course outline revision/review process
  - b. Policies
    - 1) BP 3302 Making up Classes\* Including issue of signing sick leave and making up
    - 2) AP 3302 Making up Classes\* classes (guests: IVPIA, HR Director)
4. New business
  - a. Policies
    - 1) BP 1500 Role of the Campuses\*
    - 2) BP 1510 Associate Degree Programs\*
    - 3) BP 1520 Certificate of Achievement and Programs\*
    - 4) BP 3119 Credits\*
5. Adjournment

Looking ahead: courses with labs (no. of preps); N and NP grades for ACE; inconsistent calendar for national and state campuses for faculty

## Discussion of Agenda/Information Sharing:

1. Call to order and review of agenda
  - Chair called meeting to order at 1:02pm and before going over the agenda, opened with a suggestion for shift in the agenda to address the first three policies under line item 4a and to briefly go over decision tables submitted. There were no objections from the members present.
  - Chair shared comments received on the Decision Tables:
    - Under BP1500, a suggestion was made to include AAS programs (response was that it is already addressed under bullet #4 as addressed by IDAP).
    - A question was asked on the title of BP 1520. The member suggested the removal of the word *and*. The title should remain as is, however, because the policy also includes apprenticeship programs.
    - BP1500 The phrase (except for Pohnpei Campus) should be inserted at the end of the first two statements under “State campuses are to offer the following:”; as well as the 2<sup>nd</sup> bullet for clarity.
  - Chair asked for comments on change, no comments received. She entertained a motion to vote on all three policies, was moved and seconded.
  - Unanimous decision to approve.
2. Minutes of previous meeting
  - a. October 19, 2015 meeting minutes\* (electronic vote)
    - Secretary reported on minor changes to the minutes after receipt of 13 yes votes and 1 abstain:
      - Rephrasing of line item #2 bullet 2;
      - Removal of a bracket in the middle of the page;
      - (Point of clarification) AP3309 was adopted.
    - Chair asked for comments from members and all were in agreement of changes, all votes remained.
3. Follow up/follow through on previous items/reports (Old business)
  - a. Course outlines RFA
    - 1) Status of recommended modifications to IS 220 and IS 240
      - Business Division Chair reported that the suggested changes were made accordingly with the exception of specifying software applications such as C+++ and others. The use of general terminology is preferred because software applications may change periodically and would then require outline to be changed.
      - No comments from members received and Chair was informed that revised outlines have been sent to her accordingly.
    - 2) Status of course outline revision/review process-
      - Chair will be following up on status of checklists and sending out decision table again.
      - Members are to expect courses RFA in the next meeting.
  - b. Policies
    - 1) BP 3302 Making up Classes\* Including issue of signing sick leave and making up
    - 2) AP 3302 Making up Classes\* classes (guests: IVPIA, HR Director)
    - Chair announced the attendance of VPIA and HRO Director to help with the wording and clarity of the above policy.
    - IVPIA opened with stating that instructors have to have direct instruction or meet with students as defined as contact hours by USDOE for credit hours. Sending online materials or instructions and projects to work on does not include contact hours. She added that the last sentence of the policy should include ‘college approved’ with regards to activities or trips.

- Chair commented that the issue on procedures regarding substitute teachers needs to be addressed and whether or not there we have separate policy; we need to have our own definition of contact hours and that there seems like policy and procedures are mixed up.
- HRO Director recommended following the logic of the existing policy to address HR procedure;
- Chair added that the major question is what is the policy then for when instructor misses classes, does an instructor sign sick leave and make up classes?
- HRO Director responded that BP6010 on page 7 (Sick Leave Policy) is applicable to full time employees who are earning 5 hours per pay and that no other separate policy is in place for a different procedure for faculty.
- IDAP commented that there are recommendations to address the issue of substitutes and others that will be shared.
- IVPIA added that as long as classes are made up in accordance to USDOE; and if sick leave forms are filled up.
- HRO Director added that there must be a consistent way to dealing with such issues and recommended that BP6010 be looked at to address faculty concerns.
- Chair opened for comments from members:
  - Policy needs to be clear on sick leave and making up classes, otherwise, faculty should have the option to cash in un-used sick leave;
  - Faculty are treated differently because if staff gets sick, they are not required to make up thus the issue of equity needs to be addressed;
  - The College needs to have something in place instead of leaving it up to the division to handle;
  - There has to be consistency system wide and perhaps a separate sick leave policy for faculty;
  - It is our responsibility to complete SLOs despite the policy not stating so;
- A member moved to adopt AP3302 and BP3302 and was seconded.
- Chair opened for additional discussion and voting; 11 members commented that it is still unclear and not ready to vote; 3 members ready to vote; Chair concluded that there is still more work to be done and thanked the guests for their attendance.
- IVPIA commented that it is a good idea to separate the signing of sick leave and meeting credit hours; thus completing faculty duty.
- HRO Director added that the gaps mentioned should be included in the existing policies.
- Chair added that there is a need for consistency in supervisory decision-making and thanked guests again and emphasized to members on RFA course outlines.

Meeting adjourned at 2:04pm.

<b>Handouts/Documents Referenced:</b>			
<ol style="list-style-type: none"> <li>1. AP &amp; BP3302 Making Up Classes</li> <li>2. BP 1500 Role of the Campuses*</li> <li>3. BP 1510 Associate Degree Programs*</li> <li>4. BP 1520 Certificate of Achievement and Programs*</li> <li>5. BP 3119 Credits*</li> </ol>			
<b>College Web Site Link:</b>			
<b>Prepared by:</b>	<i>Debra W. Perman,</i>	<b>Date Distributed:</b>	<i>11/18/15</i>
<b>Approval of Minutes Process &amp; Responses:</b>			
➤ Electronic votes: 10 yes; 1 abstain and 1 yes (verbal).			
<b>Submitted by:</b>	<i>Debra W. Perman</i>	<b>Date Submitted:</b>	<i>10/30/15</i>
<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>			
➤ BP 1500, 1520, and 1520 were recommended for approval.			

- October 19 Minutes was adopted.
- AP3302 and BP3302 still in revision.
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