

<b>Committee Minutes Reporting Form</b>			
<b>Committee or Working Group</b>		<i>Curriculum and Assessment Committee</i>	
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	
November 16, 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-SICK
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-FUNERAL
Social Sciences Division Chair	Delihna M. Ehmes	X	
Trade & Technology Division Chair	Gardner Edgar		X-FUNERAL
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-FUNERAL
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	
<b>Additional Attendees:</b>			
<b>Agenda/Major Topics of Discussion:</b>			
<ol style="list-style-type: none"> <li>1. Call to order and review of agenda</li> <li>2. Minutes of previous meeting <ol style="list-style-type: none"> <li>a. November 2, 2015 meeting minutes* (electronic vote)</li> </ol> </li> <li>3. Follow up/follow through on previous items/reports (Old business) <ol style="list-style-type: none"> <li>a. Policies <ol style="list-style-type: none"> <li>1) Deletion of Programs*</li> <li>2) BP 3302 Making up Classes*</li> <li>3) AP 3302 Making up Classes*</li> </ol> </li> <li>b. Status of course outline revision/review process</li> </ol> </li> <li>4. New business <ol style="list-style-type: none"> <li>a. Course outlines RFA <ol style="list-style-type: none"> <li>1) VEE 100 Soldering and Desoldering Techniques*</li> <li>2) VEE 224 Video Systems and Produce ServicingVAE*</li> <li>3) VCE 195 Construction Procedures*</li> <li>4) VAE 103 Blue Print Sketching and Interpretation*</li> </ol> </li> <li>b. Policies <ol style="list-style-type: none"> <li>1) BP 3119 Credits*</li> </ol> </li> </ol> </li> <li>5. Adjournment</li> </ol>			
Looking ahead: courses with labs (no. of preps); N and NP grades for ACE; inconsistent calendar for national and state campuses for faculty			
<b>Discussion of Agenda/Information Sharing:</b>			

1. Call to order and review of agenda
  - Meeting called with 9 members. Chair went over agenda (See Nov. 16 agenda)
2. Minutes of previous meeting
  - a. November 2, 2015 meeting minutes\* (electronic vote)
    - Chair announced the delayed adoption of minutes because it has not been sent out and secretary will send them out in the next two days or as early as possible.
3. Follow up/follow through on previous items/reports (Old business)
  - a. Policies
    - 1) Deletion of Programs\*
      - Chair emphasized that it be a major priority in the meeting and the need to separate the policies for discussion and action.
      - After quorum was met it was moved and seconded to adopt the agenda
      - Chair opened for discussion:
        - Concern was raised with regards to the deletion of the advance Certificate of Electronics program and how it would affect the courses required for other programs such as the AAS degree program. The response from IDAP was that courses would not be affected because they are required for the AAS degree program and it's only the program that is to be deleted.
        - Another concern raised was regarding students who desire to complete the courses phasing out. The response was that there is a policy for teach-out courses for students who need to take them. Follow up question-is it possible to extend deletion of programs to summer? Response was that courses will be extended to Spring 2016 and will be the last semester to complete courses phasing out.
        - Concerning Table 2, should enrollment be zero? Response was there should be a number of enrollment and the school year.
      - No further discussion, motion moved again and seconded with modifications discussed and agreed upon.
      - Unanimous approval to adopt.
    - 2) BP 3302 Making up Classes\*
      - Chair presented Action Item 3a.2 and emphasized that the phrase was borrowed from another institution but did not see any reason for the College not to adopt; she stressed the need for 'pedagogically' to be clearly defined.
      - She opened for discussion:
        - Majority agree that the term 'pedagogically' needs to be clearly defined so as not to be abused;
        - One concern on the 2<sup>nd</sup> sentence in the policy of being too broad but then figured that it would be addressed in detail in the procedures.
        - Procedures must be specific and must address clear definitions, especially to program chairs so it is not abused;
      - No further discussion, a motion was moved to adopt and seconded.
      - Unanimous approval to adopt Action Item 3a.2.
    - 3) AP 3302 Making up Classes\*
      - It was agreed to return it to the Administration to work out the details on how the policy is to be administered.
  - b. Status of course outline revision/review process
    - Chair reported that she received 3 new course outlines that will be sent to readers.

4. New business

a. Course outlines RFA

1) VEE 100 Soldering and Desoldering Techniques

- Readers reported that they worked with the author and division chair, checked the necessary recommendations made to the author (which were included in the CO), thus deemed it RFA.
- According to the decision table shared by Chair, several comments were provided which addressed punctuation, grammar, inconsistencies with SLOs and PSLOs, and alignment.
- A motion was introduced to send back the CO along with other COs under line item 4a for review.
- All are encouraged to carefully review outlines and make sure they are truly RFA before sending them to the committee for action.
- Meeting adjourned at 2:05.

**Handouts/Documents Referenced:**

1. AP & BP3302 Making Up Classes
2. Action Item 3a. 2
3. Deletion of Programs
4. VEE 100 CO
5. BP 3119 Credits\*

**College Web Site Link:**

<b>Prepared by:</b>	<i>Shirley P. Jano and Debra Perman</i>	<b>Date Distributed:</b>	<i>11/27/15</i>
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**Approval of Minutes Process & Responses:**

- Electronic votes: 12 yes; 3 abstains.

<b>Submitted by:</b>	<i>Debra W. Perman</i>	<b>Date Submitted:</b>	<i>11/30/15</i>
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

- Recommended for approval:
  - Deletion of Programs Policy
  - Action Item 3a.2 (Making Up Classes)
  - Submitted RFA course outlines returned to readers for further review.