

Committee Minutes Reporting Form			
Committee or Working Group		Curriculum and Assessment Committee	
Date:	Time:	Location:	
September 07, 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
FMI Campus Rep.	Alvin Sinem		X
Yap Campus Instructional Coordinator (Acting)	Joy Guarin	X	
Yap Campus Faculty Rep.	Vacant		
Pohnpei Campus Instructional Coordinator	Maria Dison	X	
*Connection problems.			
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. August 24, 2015 meeting minutes* (electronic vote) 3. Follow up/follow through on previous items/Reports <ol style="list-style-type: none"> a. Status of course outline revision/review process b. Status of recommendations made on Program Assessments and Program Reviews – report from IDAP (electronic) 4. New business <ol style="list-style-type: none"> a. Revised TOR for AY 2015-2016* b. Policies <ol style="list-style-type: none"> 1) BP 3309 Course Syllabus* 2) AP 3309 Course Syllabus* 3) BP 3302 Making up Classes* 4) AP 3302 Making up Classes* 5) 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 meeting to order at 1pm and briefly reviewed agenda emphasizing two primary focuses:
 - 1) Approval of TORs because of its effect on committee membership; and 2) Approval of policies and procedures which is needed for evidence by VPIA.
2. Minutes of previous meeting
 - a. August 24, 2015 meeting minutes* (electronic vote)-
 - Secretary reported the minutes passed with 12 (60%) yes votes.
3. Follow up/follow through on previous items/Reports
 - a. Status of course outline revision/review process -
 - Chair reported 42 outstanding course outlines still in review and should be given back to divisions for revisions; reminded IDAP's message for faculty to review and make revisions per approved checklist.
 - IDAP added she sent out email regarding process and reminded everyone that outlines go through division chairs then CAC chair; division chair should look at checklist and to help expedite approval of modified outlines. Sept. 16 is deadline to submit to CAC chair.
 - Chair also added that she sent out a sample for ISLO linkage.
 - In terms of reader team assignments, it should remain the same with the exception of Education Division, Richard Womack who was replaced by new division chair, Sylvia Henry.
 - Several inquiries touched on clarification on whether this process involves the course already submitted to CAC or new course outlines and Chair clarified that only those submitted for CAC review.
 - b. Status of recommendations made on Program Assessments and Program Reviews – report from IDAP (electronic)
 - Chair thanked IDAP for sending out progress reports.
 - IDAP provided update that monthly reports showed progress of program improvements.
4. New business
 - a. Revised TOR for AY 2015-2016*
 - Reviewed action item-chair added clarification that FMI and Yap are separate but under one Dean, so in response, officers met and changed proposed modified TOR to recognize FMI in the system and a representative. Yap IC was specifically asked about Yap CAC membership and the agreed with the membership on the TOR.
 - A motion was introduced to vote on Action item 4a with changes and seconded.
 - Motion passed unanimously.
 - Chair will retype changes and forward to VPIEQA and asked that IDAP update handbook accordingly.
 - b. Policies
 - 1) BP 3309 Course Syllabus*
 - IDAP introduced and explained that it is to be used for Standards IIa evidence and that is why she asking for CAC review and approval.
 - Comment was shared on the wording of the routing part showing no clarity.
 - Chair responded that it clearly needed to be reworked before CAC can actually review to show clarity and flow.
 - A reconsideration was made (after reviewing AP3309 below) and moved to add a period after DAP and including the routing process under the procedure.
 - Motion to approve amended course syllabus policy and was unanimously approved.
 - 2) AP 3309 Course Syllabus*
 - IDAP suggested that routing can go into procedure.

<ul style="list-style-type: none"> ➤ Chair announced that if any concerns to send comments to IDAP before bringing back revised procedures for another review. ➤ Before adjournment, Chair reminded members to review remaining policies for next meeting. ➤ Meeting adjourned at 2:06pm 			
Handouts/Documents Referenced:			
<ol style="list-style-type: none"> 1. Board Policy 3309 2. Administrative Procedure 3309 3. Action Item 4a: Revised CAC TOR AY2015/2016 			
College Web Site Link:			
Prepared by:	<i>Debra W. Perman</i>	Date Distributed:	<i>9/19/15</i>
Approval of Minutes Process & Responses:			
<ul style="list-style-type: none"> ➤ Electronic votes: 12 yes; 1 abstain 			
Submitted by:	<i>Debra W. Perman</i>	Date Submitted:	<i>9/21/15</i>
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
<ul style="list-style-type: none"> ➤ August 24 minutes approved and will be posted on wiki by Secretary. ➤ Action Item 4a Approved. ➤ BP3309 Amendment Approved. ➤ IDAP will amend AP3309 and for members to send her concerns before next meeting. 			