

Committee Minutes Reporting Form

Committee or Working Group				<i>Curriculum and Assessment Committee</i>			
Date:		Time:		Location:			
October 19, 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				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	
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	
<i>*Personal; **In class.</i>							
Additional Attendees:				Kind Kanto, Chuuk Campus Dean			
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. October 5, 2015 meeting minutes* (electronic vote) 3. Follow up/follow through on previous items/reports (Old business) <ol style="list-style-type: none"> a. Course outlines RFA <ol style="list-style-type: none"> 1) IS 220* 2) IS 240* 3) HTM 250* b. Policies <ol style="list-style-type: none"> 1) AP 3309 Course Syllabus* Modified by DAP based on faculty/student input 2) BP 3302 Making up Classes* Including issue of signing sick leave and making up 3) AP 3302 Making up Classes* classes (with input from faculty) c. Status of course outline revision/review process 4. New business <ol style="list-style-type: none"> a. Policies 							

1) BP 3119 Credits*

5. Adjournment

Discussion of Agenda/Information Sharing:

1. Call to order and review of agenda

- Meeting was called to order at 1:05pm and chair went over the agenda and suggested to make changes to address urgent matters.

2. Minutes of previous meeting

a. October 5, 2015 meeting minutes* (electronic vote)

- Chair announced that the minutes passed with 10 yes votes.
- Chair reported that she received 5 responses on the Decision Table and noted a consistency and clear pattern in the responses.

3. Follow up/follow through on previous items/reports (Old business)

a. Course outlines RFA

1) IS 220*

- Approved with minor changes to assessment strategies with the inclusion of grading rubric.
- Votes were 13 to 1.

2) IS 240*

- Approved with minor changes to clarify 'more' in course description and wording of SLOs 4.4 and 4.5.
- Votes were 13 to 1.

3) HTM 250*

- At the request of the author it was returned for further revision on credit calculations.

b. Policies

1) AP 3309 Course Syllabus* Modified by DAP based on faculty/student input

- IDAP addressed the following:
 - civility is a behavior and needs to be included;
 - student information will be included but will be up to the instructor to utilize;
 - the use of rubrics or other assessment tools should be mentioned but not all should necessarily be provided on the first day;
 - grading criteria needs to be mentioned.
- A suggestion was made to include all levels of learning outcomes, linkages, and assessment strategies as well.
- Motion introduced to adopt, seconded, and passed unanimously.

2) BP 3302 Making up Classes* Including issue of signing sick leave and making up

- IDAP requested that members assist by sending suggestions of wording to provide clarification of the policy.

c. Status of course outline revision/review process

- Chair reported that 33 course outlines are being reviewed by readers and encouraged readers to have at least 1 or 2 RFA by next meeting.
- Meeting adjourned 2:05pm.

Handouts/Documents Referenced:			
<ol style="list-style-type: none"> 1. AP3309 2. BP3302 3. IS220 & 240 course outlines (revised) 			
College Web Site Link:			
Prepared by:	<i>Debra W. Perman, Gardner Edgar, and Shirley Jano</i>	Date Distributed:	<i>10/30/15</i>
Approval of Minutes Process & Responses:			
➤ Electronic votes: 11 yes votes and 1 abstain.			
Submitted by:	<i>Debra W. Perman</i>	Date Submitted:	<i>11/2/15</i>
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
<ul style="list-style-type: none"> ➤ Minutes to October 05, 2015 meeting approved with 10 yes votes; Secretary will post on wiki. ➤ Members to email IDAP for suggestions of wording to BP3302. ➤ Divisions to submit at least 1 or 2 course outlines RFA by next meeting. ➤ IS220 and 240 course outlines approved with minor modifications; Division Chair to communicate suggestions modifications to author. 			