

Committee Minutes Reporting Form													
Committee or Working Group		<i>Curriculum and Assessment Committee</i>											
Date:	Time:	Location:											
December 15, 2015	10:00am	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)	Erencia Saipwerik	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-SICK										
FMI Campus Rep.	Mathias Ewarmai	X											
Yap Campus Instructional Coordinator	Denise Oen	X											
Yap Campus Faculty Rep.	Joy Guarin	X											
Pohnpei Campus Instructional Coordinator & Ex-officio	Maria Dison	X											
<i>*In Chuuk.</i>													
Additional Attendees:													
Agenda/Major Topics of Discussion:													
<ol style="list-style-type: none"> 1. Call to order and review of agenda 2. Minutes of previous meetings <ol style="list-style-type: none"> a. November 30, 2015 meeting minutes* (electronic vote) 3. Follow up/follow through on previous items/reports (Old business) <ol style="list-style-type: none"> a. Council of Chairs (information) b. Inconsistent calendars for faculty (information) c. Status of course outline revision/review process (report from Chair) d. Course outlines RFA None! e. Spring 2016 meeting calendar <table style="margin-left: 20px;"> <tr> <td>January 18, 2016</td> <td>March 28, 2016</td> </tr> <tr> <td>February 1, 2016</td> <td>April 11, 2016</td> </tr> <tr> <td>February 15, 2016</td> <td>April 25, 2016</td> </tr> <tr> <td>February 29, 2016</td> <td>May 10, 2016</td> </tr> <tr> <td>March 14, 2016</td> <td></td> </tr> </table> f. Policies <ol style="list-style-type: none"> 1) BP 3119 Credits* 4. New business <ol style="list-style-type: none"> a. Results of CAC mid-year self-reflection (plan for improvement) b. Policies <ol style="list-style-type: none"> 1) If time, courses with labs (no. of preps) 5. Adjournment <p><u>Looking ahead:</u> N and NP grades for ACE</p>				January 18, 2016	March 28, 2016	February 1, 2016	April 11, 2016	February 15, 2016	April 25, 2016	February 29, 2016	May 10, 2016	March 14, 2016	
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Discussion of Agenda/Information Sharing:

1. Call to order and review of agenda-
 - Meeting was called to order at 10:02am and Chair reviewed the agenda and the Committee agreed to proceed without any changes.
2. Minutes of previous meetings
 - a. November 30, 2015 meeting minutes* (electronic vote)
 - Still pending.
3. Follow up/follow through on previous items/reports (Old business)
 - a. Council of Chairs (Information)
 - Chair reported that COC does not exist any longer and was abolished and provisions were made where standing committee recommendations/endorsements would go directly to EC or through respective VPs or Secretariat (VPIEQA). Memo sent out stated pathways or channels of communication.
 - b. Inconsistent calendars for faculty (Information)
 - Chair reported that the office of the VPIA has administratively resolved the matter at other campuses and is enforcing it from now on.
 - IDAP added that the end of the semester dates and activities applies to all campuses with the exception of Yap campus where their calendar ends on 12/16 due to holidays.
 - c. Status of course outline revision/review process (report from Chair)
 - Chair referred to course outline table and asked reader teams to provide update:
 - Resida/Matthias- Matt holding outlines and still does not understand ISLO linkage. Chair asked Joy to work w/Matt along with IC to help facilitate all outstanding outlines.
 - Shirley/Erencia-update on MR240; Shirley-sent back to Peltin (had to change to new format/version) will resend to Shirley.
 - Alton/Gardner-EN201-Gardner-still with Alton and wrote back to the division; ESL099-at the division/author; Resida reported-that should be with Alton for clarification on issue with general education. EN205 Chair did not get it; was resent to IDAP and chair on 11/26 for CAC.
 - A comment was made in terms of minor changes such spelling, grammar, etc., if readers are able to make the changes; Both IDAP and Chair responded that only authors should be the ones to make the changes and not the readers.
 - A suggestion was made that readers contact authors for status of course outlines that are outstanding.
 - d. Course outlines RFA
 - None reported.
 - e. Spring 2016 meeting calendar

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 - A change was made to move May 10 (Holiday) to May 11 instead; still pending confirmation is March 14 due to Accreditation visit scheduled for March 14-17. Chair will check with administration.
 - f. Policies
 - 1) BP 3119 Credits*

- IDAP-policy is to be updated and use of Carnegie rule is applied; only credit hours for the student is factored in; explanation of lecture/lab is that it is integrated lecture and lab rather than separated.
- Motion to endorse; unanimous.
- 4. New business
 - a. Results of CAC mid-year self-reflection
 - Only 11 reflections were received and Chair commented that for #6 on needs improvement, she met with VPIA and clarified that cabinet did not agree with recommendation of CAC; however, memo stated otherwise and expressed her disappointment.
 - Chair also reported that Education Division will not be submitting any course outlines for revision because they will be revamping the whole program.
 - Suggestions to improve for spring:
 - Improve communication; invite other faculty to help with course outline revision process;
- Meeting adjourned at 12:15pm.

College Web Site Link:

Prepared by:	<i>Debra Perman</i>	Date Distributed:	
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Approval of Minutes Process & Responses:

➤ Electronic votes: 11 yes

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

- Spring meeting calendar amended.
- BP 3119 Credits endorsed.
- Course outline revisions are to be prioritized.
- Secretary will finalize Nov. 30 minutes and distribute accordingly.