

Committee Minutes Reporting Form			
Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
November 30, 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-FUNERAL
Secretary/ Hospitality & Tourism Management Division Chair	Debra Perman	X	
Math & Science Division Chair	Peltin Olter Pelep		X-SICK
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	
FMI Campus Rep.	Mathias Ewarmai	X	
Yap Campus Instructional Coordinator (Acting)	Joy Guarin	X	
Yap Campus Faculty Rep.	Vacant		
Pohnpei Campus Instructional Coordinator & Ex-officio	Maria Dison	X	
<i>*Swear-In Ceremony for SBDC.</i>			
Additional Attendees:	VPIA		
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 2, 2015 meeting minutes* (electronic vote) b. November 16, 2015 meeting minutes* (electronic vote) 3. Follow up/follow through on previous items/reports (Old business) <ol style="list-style-type: none"> a. Policies <ol style="list-style-type: none"> 1) Memo from VPIA regarding status of policies b. Status of course outline revision/review process c. Course outlines RFA <ol style="list-style-type: none"> None 4. New business <ol style="list-style-type: none"> a. Proposal to modify General Education PLO #4* b. Policies <ol style="list-style-type: none"> 1) BP 3119 Credits* 5. Adjournment <p><u>Looking ahead:</u> courses with labs (no. of preps); 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-
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- Meeting was called to order at 1:02pm and Chair reviewed the agenda and the Committee agreed to proceed without any changes.
2. Minutes of previous meetings
 - a. November 2, 2015 meeting minutes* (electronic vote)
 - Secretary reported that the minutes passed with 11 yes votes and 1 abstain.
 - b. November 16, 2015 meeting minutes* (electronic vote)
 - Secretary reported that the minutes passed with 12 yes votes and 3 abstains.
 3. Follow up/follow through on previous items/reports (Old business)
 - a. Policies
 - 1) Memo from VPIA regarding status of policies
 - Chair announced that from now on CAC is only to endorse policies rather than approve.
 - She also shared a concern with the delay on status from EC on the non-approval of BP3101 and directed her concern to VPIA asking that if in the future, to keep us updated on such matters especially since students may be affected.
 - VPIA shared the reasoning for the non-approval was mainly because it does not look good on their part if it was re-introduced to the Board (since the Board had already reviewed the same policy), unless something really major was changed and that it must have justification. It just a technicality issue. The next review may be in 5 years. She added that the policy affects 1-2 or less than 10 students graduating.
 - Chair assumed responsibility for this happening, because there was hesitation due to the 2.0 issue; she would like to take some time to do some research (real data) from OAR.
 - b. Status of course outline revision/review process-
 - Chair encouraged everyone to submit outlines RFA by 12/15.
 - c. Course outlines RFA
 - None
 - Non-agenda announcement: 12/15 to be last meeting at 10am-12noon Pohnpei time. All agreed.
4. New business –
 - a. Proposal to modify General Education PLO #4*
 - VPIA reviewed reasons why and stated that the emphasis was on civic responsibility.
 - Chair opened for discussion/comments: AAS is excluded in the language; raised concern on who is responsible for initiating the changes of the overall general education modification; suggestion was made that the initiator of proposal to work on the modifications.
 - Although there are four general education outcomes, it will have to be incorporated into two;
 - Concern was raised on the need to submit concurrent modification of SS150 to include ‘civic responsibility’ in CSLO.
 - Motion was introduced to adopt and seconded.
 - With the use of ‘Participate’ instead of ‘demonstrate participation’ in 4.4, it was unanimously endorsed.
 - b. Policies
 - 1) BP 3119 Credits*
 - VPIA shared thoughts built on USDOE’s definition of credit hour and used Carnegie unit defined at one hour of class plus 2 hours outside of class equates to one unit; 15 weeks for tri-semester. The policy was changed in 2009 to reflect 1.5 credits to equate to 24 contact hours.
 - Chair asked that members review reference links VPIA will be sharing and send comments.
 - Meeting adjourned, 2:00pm.

Handouts/Documents Referenced:			
<ol style="list-style-type: none"> 1. BP3119 Credits 2. Gen Ed Civic Responsibility Proposal 3. BP3101 Response to CAC 			
College Web Site Link:			
Prepared by:	<i>Debra Perman</i>	Date Distributed:	<i>1/15/16</i>
Approval of Minutes Process & Responses:			
➤ Electronic votes: 10 yes			
Submitted by:	<i>Debra W. Perman</i>	Date Submitted:	
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
<ul style="list-style-type: none"> ➤ Last meeting of the semester scheduled 12/15, 10am-noon. ➤ Course outlines to be submitted RFA by next meeting. ➤ Proposal to modify General Education PLO #4 was endorsed. ➤ Member to send in comments on links to be shared addressing BP3119. 			