

Committee Minutes Reporting Form													
Committee or Working Group		<i>Curriculum and Assessment Committee</i>											
Date:	Time:	Location:											
February 1, 2016	1:06pm	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-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	Denise Oen	X											
Yap Campus Faculty Rep.	Joy Guarin	X											
Pohnpei Campus Instructional Coordinator & Ex-officio	Maria Dison		X-sick										
<i>*Mock Accreditation Meeting w/VPIA; **Off-island.</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) b. December 15, 2015* (electronic vote) 3. Follow up/follow through on previous items/reports (Old business) <ol style="list-style-type: none"> a. Status of course outline revision/review process (report from Chair) b. Course outlines RFA (to be discussed in this order;* priority) <ol style="list-style-type: none"> 1) HTM 250* 5) SS 101 2) MS 099* 6) SS 195 3) SS 150* 7) SS 220 4) SS 111 8) VAE 103 5) SS 101 9) VCF 195 c. Spring 2016 meeting calendar <table style="margin-left: 40px;"> <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 11, 2016</td> </tr> <tr> <td>March 21, 2016</td> <td></td> </tr> </table> f. Policies <ol style="list-style-type: none"> 1) If time, courses with labs (no. of preps) 4. New business <ol style="list-style-type: none"> None 5. Adjournment <p>Looking ahead: P 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 11, 2016	March 21, 2016	
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Discussion of Agenda/Information Sharing:
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1. Call to order and review of agenda
 - Chair briefly reviewed the agenda, awaiting quorum.

2. Minutes of previous meetings
 - a. November 30, 2015 meeting minutes* (electronic vote)
 - b. December 15, 2015* (electronic vote)
 - Secretary reported that the minutes of November 30 and December 15 passed with 11 and 13 yes votes, respectively.

3. Follow up/follow through on previous items/reports (Old business)
 - a. Status of course outline revision/review process (report from Chair)
 - Chair reported receiving 9 RFA course outlines from team readers and encouraged others to send in as soon as they're done and not to wait and send in batches.

 - b. Course outlines RFA (to be discussed in this order; *priority)
 - Chair announced that the listing of the 9 RFA courses are to be discussed in the order they appeared and commented that they fell into two categories: 1) minor changes to be done by the authors without the need to return to the readers; and 2) major changes that need to be returned to the division and the author and resubmit.
 - For HTM250, questions and comments included: the calculation of the hours and the need to reflect 'pre-internship hours as lecture instead of only internship; the need to add rubric to be used in CSLO 1.1; and APA formatting. With regards to the calculation of the hours of instruction, it was recommended instead to revise the description so as to be consistent with the internship hours. The author agreed to do the changes and resubmit accordingly.
 - MS099 was returned for the author to consider comments submitted by an instructor who also teaches the course at the Kosrae campus.
 - SS150 was recommended for changes with regards to linkage of CSLOs and ISLO 5 and ESL089 as a prerequisite needs to be looked if applicable to all degree programs.
 - SS111 was not included in the decision table for review by members; will be on the next meeting.
 - SS101 was recommended for changes with regards to wording of assessment strategies, some punctuations, the need for measureable verbs, etc.; needs work and to be returned to the division and author.
 - Chair announced to continue on next meeting and once again encouraged others to submit more course outlines for review.
 - In the interest of time, Chair moved on to briefly go over the next two line items.
 - c. Spring 2016 meeting calendar-due to the Accreditation visit, March 14 meeting date was moved to March 21 pending Chair's confirmation with VPIEQA on the status of the conference room reservations.
 - f. [Should be corrected as (d)] Courses with lab (no. of preps)-will discuss with DAP and VPIA to come up with a policy for CAC to review.
 - Meeting adjourned at 2:01pm.

College Web Site Link:			
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Prepared by:	<i>Debra Perman</i>	Date Distributed:	2/8/16
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Approval of Minutes Process & Responses:			
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➤ Electronic votes: 11 yes, 2 abstain.			
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Submitted by:	<i>Debra W. Perman</i>	Date Submitted:	2/15/16
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- Minutes for November 30 and December 15 were approved.
- Course outlines submitted RFA and discussed but returned to their respective divisions/authors for more revisions: HTM250, MS099, SS150, and SS101.
- Chair will confirm conference room reservations with VPIEQA for week of March 14 and get back to members on revised meeting schedule.
- Chair will inform DAP and VPIA to draw up policy on Courses with labs for CAC to review.