**CURRICULUM AND ASSESSMENT COMMITTEE (CAC)**

**Terms of Reference**

**Authority**

The Curriculum and Assessment committee (CAC) operates through the authority of and reports to the President. Recommendations from the committee are submitted through the Dean of Academic Programs (DAP) and/or Director of Career and Technical Education (DCTE) to the Vice President for Instructional Affairs (VPIA) for approval by the President.

**Purpose**

The CAC makes recommendations to the President through the Dean of Academic Programs (DAP) and /or Director of Career and Technical Education (DCTE) to the Vice President for Instructional Affairs (VPIA) on matters relating to curriculum, instructional program review and assessment, instructional course review and assessment, academic policies and procedures.

**Membership**

(As amended 8/25/14)
The members of the Curriculum and Assessment Committee are selected at the beginning of each

academic year and must include:

* All Division Chairs (8)
* All Instructional Coordinators (3)
* FMI (2)
* Chuuk Campus Faculty Representatives (2)
* National Campus Faculty Representative (1)

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* Yap Campus Faculty Representative (1)
* Kosrae Campus Faculty Representative (1)
* Pohnpei Campus Faculty Representative (2)

The CAC will elect members to be Chair, Vice-chair and Secretary. Membership must be kept within a 20 number limit.

Responsibilities of committee members are to:

* + Regularly prepare for and attend committee meetings;
	+ Actively participate in meetings;
	+ Share information on committee discussions, recommendations and decisions with the

COM-FSM and gather input from their area of representation;

* + Carry out assignments.

**Organization**

The chairperson is elected by the CAC. The chairperson’s responsibilities are to:

* + Prepare and distribute the agenda prior to each meeting.
	+ Preside over meetings.
	+ Ensure the terms of reference for the committee are met and matters brought before the

committee are judiciously addressed.

* + Ensure committee minutes, reports, and recommendations are completed and appropriately

disseminated in a timely manner.

* + Forward recommendations through the DAP or DCTE to the VPIA for approval/action by

the President within 5 working days.

* + Communicate with the VPIA’s office for feedback on recommendations. The VPIA should

act as a “secretariat “position (secretariat = administrative support) to the CAC.

* + Distributes the official minutes to the VPIA, President and COM-FSM community.
	+ The chair maintains a file on all minutes.
	+ The chair serves on the Council of Chairs.

The vice chairperson is elected by the CAC. The responsibilities of the vice chairperson are to:

* + - Assist the chairperson with the above responsibilities.
		- Preside over meetings in the absence of the chair.
		The secretary is elected by the CAC. The responsibilities of the secretary are to:
	+ Review the meeting agenda with the chair and vice chair.
	+ Take and prepare accurate minutes.
	+ Record attendance of committee members.
	+ Distribute the minutes to the CAC members 3 working days after the meeting.
	+ Distribute approved minutes on the CAC and COM-FSM WIKI page.

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The responsibilities of the CAC are to:

**Responsibilities**

(As amended 8/25/14)

* Review proposed policies and/or procedures assigned to the committee.
* Review and recommend for approval all new and modified instructional programs and

outlines – this includes regular college offerings and short-term training.

* Review recommendations made in instructional assessments and evaluations and

recommend strategies for improvement to instructional administrators.

**Communications & Distribution of Information**

Agenda items may be submitted to the chairperson by the COM-FSM community. The chairperson compiles the agenda with the assistance of the vice chair and secretary and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes, if approved are officially adopted at the next meeting. Electronic voting may be utilized when necessary. The chairperson distributes the official minutes to the VPIA, President and COM-FSM. The chair maintains a file on all minutes.

Following each meeting, the chairperson informs all concerned of decisions and forwards recommendations from the committee to the DAP, VPIA and DCTE. The chairperson also updates the members of the action taken on the committee’s recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.
[Date Approved by CAC: 26Oct2012; amended 25Aug2014]