

**Committee Minutes Reporting Form**

**Committee or Working Group** | *Curriculum and Assessment Committee*

**Date:** | **Time:** | **Location:**

February 15, 2016 | 1:00pm | Board Conference Room

<b>Members</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
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-SICK
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-SICK
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	

**Additional Attendees:** | Ringlen Ringlen-Social Sciences

**Agenda/Major Topics of Discussion:**

- AGENDA**
1. Call to order and review of agenda
  2. Minutes of previous meetings
    - a. February 1, 2016\* (electronic vote)
  3. Follow up/follow through on previous items/reports (Old business)
    - a. Spring meeting calendar
    - b. Status of course outline revision/review process (report from Chair)
    - c. Proposed wording for prerequisites (from IDAP)\*
- Pre-requisite (i.e. Grade of “C” or better in ESL089 or “P” in ESL092 or by placement into EN110; Grade of “C” or better in ESL089 and MS099.)
- d. Course outlines RFA
 

1) HTM 250*	4) MS 099*
2) VAE 103*	5) VEE 100*
3) VCF 195*	
4. New business
    - a. Policies/procedures
      - 1) Administrative Procedure No. AP 3302 Making up Classes\*
      - 2) Proposal to change time frame of Academic Program Review Cycle\*
      - 3) Number of preps for courses with labs (response from IDAP)
- CAC requested IDAP to draft a policy for the purpose of defining courses with lab with reference to the former president’s memo. However, these courses are already defined under the existing policy on faculty workload (Policy 002) section 6.0 (see attached document). This section is missing from the on- line BP & AP and will be added pending CAC’s recommendations.
5. Adjournment

## Discussion of Agenda/Information Sharing:

### AGENDA

1. Call to order and review of agenda
  - Chair reviewed the agenda and proposed to move up discussion on SS150 due to the need concerning accreditation. All were in agreement with the proposed change.
2. Minutes of previous meetings
  - a. February 1, 2016\* (electronic vote)
    - Secretary reported that the minutes passed with 11 yes votes and 2 abstain.
3. Follow up/follow through on previous items/reports (Old business)
  - a. Spring meeting calendar
    - A question was raised on the gap in March and Chair explained that it was due to scheduling of the board conference room to be used during the Accreditation visit but reminded everyone that the next meeting will be 2/29 (as scheduled) and 3/21 (in place of 3/14) and then back to the regular schedule starting 3/28.
  - b. Status of course outline revision/review process (report from Chair)
    - Chair shared an idea on a way to streamline approval process without losing quality:
      - For minor changes, course outline is to be sent back to the author and then back to CAC Chair for final approval; and
      - For major changes, course outline is to be sent back to the reader team and resubmitted through the usual process.
    - Process was agreed upon unanimously.
  - c. Proposed wording for prerequisites (from IDAP)\*

Pre-requisite (i.e. Grade of “C” or better in ESL089 or “P” in ESL092 or by placement into EN110; Grade of “C” or better in ESL089 and MS099.)

- IDAP recited above proposed wording and asked for comments and suggestions.
  - Chair added that the reason for the wording is an attempt to also resolve issue on SIS.
  - Added comment to include in wording above was to include ‘or permission of instructor’.
  - No further discussion was made; a motion was introduced to adopt, seconded.
  - The committee voted unanimously to adopt.
- d. Course outlines RFA
- |             |             |
|-------------|-------------|
| 1) HTM 250* | 4) MS 099*  |
| 2) VAE 103* | 5) VEE 100* |
| 3) VCF 195* |             |
- HTM 250 course outline comments:
    - Delete first bullet under ‘Course Content’; under ‘Evaluation’, replace percentage with ‘a grade of C or better’; under ‘Prerequisite’, recommended to rephrase and add ‘approval by the HTM division’; and under assessment strategies for CSLOs 2.1 and 2.2, include grading rubric for classroom simulation.
  - Chair asked the author to make the necessary changes and send back to her for review.
  - Committee moved for approval with modifications and seconded.
  - Committee voted unanimously to adopt.
  - Chair asked that review and discussion of SS150 be moved up since the author was present.
  - Author commented that changes were made accordingly such as replacing ‘know’ with either ‘describe’ or ‘demonstrate’; and other CLSO changes to meet standards of Bloom’s taxonomy.
  - Chair commented that substantial changes have been made and in the interest of time she asked the reader team to comment if all requirements were met.
  - After other members' comments/input, it became obvious that members were working from various versions of the outline. As a result, Chair asked that the CO be returned to the authors and

- reader team and added that the most recent version will be sent out again.
- IDAP added to be aware of the wording of prerequisites as approved today.
  - Chair will be sending out the new decision table and members are to complete ahead of time before next meeting on Feb. 29.
  - Meeting adjourned at 2:00pm.

College Web Site Link:

Prepared by:

***Debra Perman***

Date Distributed:

Approval of Minutes Process & Responses:

➤ Electronic votes:

Submitted by:

***Debra W. Perman***

Date Submitted:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- Feb. 1 minutes passed with 11 yes votes and 2 abstain.
- Committee members agreed upon adopting a process within course outline reviewing that would streamline the approval process without losing quality.
- Prerequisite wording on course outlines was adopted.
- HTM250 course outline was approved with modifications.
- SS150 course outline was returned to the author and team readers for additional modification.
- Members are to complete decision table of remaining outlines and send to Chair before next meeting, Feb. 29.