

Committee Minutes Reporting Form			
Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
March 21, 2016	1:05pm	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-SICK
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-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	
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	
*Off island medical appointment.			
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. February 29, 2016* (electronic vote) 3. AR 101 no longer being offered on line* (VPIA) 4. 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) <ol style="list-style-type: none"> 1) VEE 100 approved by electronic vote b. Course outlines RFA <ol style="list-style-type: none"> 1) VAE 103* 4) VEE 224* 2) VCF 195* 5) VEE 235* 3) MS 099* 4. New business <ol style="list-style-type: none"> a. Policies/procedures <ol style="list-style-type: none"> 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) <p>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.</p>			
5. Adjournment			
Discussion of Agenda/Information Sharing:			

1. Call to order and review of agenda
 - Agenda was reviewed and approved
2. Minutes of previous meetings
 - a. February 29, 2016* (electronic vote)
 - No report received.
3. AR 101 no longer being offered on line* (VPIA)
 - VPIA reported that the visiting team addressed a concern that there was need to submit a substantive change request to offer online course (art course) and none was submitted. Also there is no policy for distance Education therefore the College will not offer distance Education until such time we have a structure in place to oversee this type of delivery.
 - Chair thanked all members for their participation in meeting with the accreditation visiting team last week and VPIA also extended her appreciation to all faculty or CAC members as well regarding the active participation during the visit.
4. Follow up/follow through on previous items/reports (Old business)
 - a. Status of course outline revision/review process (report from Chair)
 - 1) VEE 100 approved by electronic vote
 - Comments/concerns: credit hours and materials used were already addressed via email and course was endorsed.
 - b. Course outlines RFA
 - 1) VAE 103* 4) VEE 224*
 - 2) VCF 195* 5) VEE 235*
 - 3) MS 099*
 - VAE103 was voted on and all present endorsed (pending recommended changes to be submitted by division chair).
 - VCF195 was voted on and all present endorsed (pending recommended changes to be submitted by division chair).
 - VEE224 was voted on and all present endorsed (pending recommended changes to be submitted by division chair).

Meeting adjourned at 2:05pm

College Web Site Link:

Prepared by:	<i>Gardner Edgar and Debra W. Perman</i>	Date Distributed:	<i>4/6/16</i>
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Approval of Minutes Process & Responses:

➤ Electronic votes: 12 yes; 2 abstains

Submitted by:	<i>Debra W. Perman</i>	Date Submitted:	<i>4/15/16</i>
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

➤ Course outlines endorsed by CAC: VEE100, VAE103, VCF195, and VEE224.