

Committee Minutes Reporting Form

Committee or Working Group | *Curriculum and Assessment Committee*

Date: May 11, 2016 **Time:** 10:05am **Location:** 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	
Public Health Division Chair	Paul Dacanay		X-SICK
Languages & Literature Division Chair	Resida Keller		X-FUNERAL
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	

Additional Attendees:

Agenda/Major Topics of Discussion:

AGENDA

1. Call to order and review/adoption of agenda*
2. Minutes of previous meetings
 - a. April 11, 2016* (electronic vote); April 25, 2016* (electronic vote)
3. Follow up/follow through on previous items/reports (Old business)
 - a. Status of course outline revision/review process (report from Chair)
 - 1) Report on vote on VEE 235*
 - 2) Report on status of SS 150, FL 120 and FL 160
 - b. Course outlines RFA
 - 1) MS 099*
 - 2) SC 120*
 - 3) MR 240*
 - c. Policies/procedures
 - 1) Committee Name Change*
 - 1) Administrative Procedure No. AP 3302 Making up Classes*
(Report from *ex officio* on concerns expressed by EC)
 - 2) Number of preps for courses with labs (*Ex officio* to provide background summary of issue and an updated list of current courses included under this policy)
4. New business
 - a. Policies/procedures
 - 1) Proposal to change time frame of Academic Program Review Cycle*

- b. Summary of CAC Reflection and ways to address shortcomings*
- c. Election of Officers for 2016-2017*

5. Adjournment

Discussion of Agenda/Information Sharing:

AGENDA

1. Call to order and review/adoption of agenda*
 - Meeting was called to order at 10:07am and Chair reviewed the agenda and was adopted.
2. Minutes of previous meetings
 - a. April 11, 2016* (electronic vote); April 25, 2016* (electronic vote)
 - Secretary reported that the minutes for April 11 passed with 13 yes and 2 abstain votes.
 - The April 25 minutes had 8 electronic yes votes and passed after receiving an additional 5 yes votes from present members.
3. Follow up/follow through on previous items/reports (Old business)
 - Chair asked members to comment on course outline table if any errors were found; consensus was reached that no errors were found.
 - A member commented taking on the initiative to review and revise EN208 course and inquired on what to do with the outline. Chair advised to make sure that all instructors teaching the course (system-wide) are involved and to work closely with the Division Chair.
 - a. Status of course outline revision/review process (report from Chair)
 - 1) Report on vote on VEE 235*
 - Chair announced receiving 18 electronic votes to approve and endorse VEE235.
 - 2) Report on status of SS 150, FL 120 and FL 160.
 - SS 150 received 18 electronic votes of approval and endorsement.
 - FL120 and FL160 course outlines are still pending and currently with the author for recommended changes.
 - b. Course outlines RFA
 - 1) MS 099*
 - Comments received from members:
 - Course description to be reworded as an introduction rather than a learning outcome;
 - Under Purpose of Course, need to check Certificate as it is required under the Public Health Program;
 - Brief typos in description; word homework in strategies still an issue;
 - Remove “NONE” under PSLOs of Other Programs....;
 - Sections italicized to be reformatted;
 - Suggestion to omit work homework and replace with problem set(s);
 - Inconsistency in linkage for SLO1.1 and ISLO3;
 - Inconsistency in the use of quiz, quizzes, and class quiz;
 - Need to elaborate on how to ‘demonstrate their knowledge....’; (suggested to reword phrase with ‘solve’).
 - Assessment strategies reflect a repeat of SLO.
 - Use of ‘students’ (plural) in description but inconsistent with SLOs (singular);
 - Majority of members agreed to use singular form.
 - 2) SC 120*
 - 3) MR 240*
 - In the interest of time, the two items were tabled.
- c. Policies/procedures
 - 1) Committee Name Change*

- Chair reported that she received an email from VPIEQA/ALO that the assessment team will be established soon thus the committee will no longer be in charge of assessment and the change name if name will be Curriculum Committee.
 - Concern was raised that the committee will still be indirectly dealing with assessment but Chair confirmed that only to the extent of curriculum related activities and not to be confused with assessment for the whole institution.
 - The name change from Curriculum and Assessment Committee to Curriculum Committee was unanimously endorsed.
- 2) Administrative Procedure No. AP 3302 Making up Classes*
(Report from *ex officio* on concerns expressed by EC)
- IDAP reported that VPIA presented to cabinet at their Feb. 26 meeting and there were areas of concern that needed clarification:
 1. To have full-time faculty on stand-by for 1-day absence.
 2. Absence due to college business.
 3. Sick leave for a long period of time.
 4. Leave request for personal reasons.
 And as recommended by CAC, to add
 5. Signing of sick leave and making up classes.
 - Chair expressed her disappointment that Cabinet did not act on the policy.
 - IDAP added that she will be working with key individuals to address the above concerns.
- 3) Number of preps for courses with labs (*Ex officio* to provide background summary of issue and an updated list of current courses included under this policy)
- IDAP reported that she sent out the drafted policy for comments and receive mixed responses.
 - Chair commented that it should go to division chairs since it is an administrative issue and then brought back to the committee for review in its policy form.
4. New business
- a. Policies/procedures
- 1) Proposal to change time frame of Academic Program Review Cycle*
- IDAP reported that she met with division chairs and discussed above and 2 years seemed to be a rush time and does not provide enough time to implement recommendations and improvement plans thus the need to extend time to 4 years will be more practical for gathering adequate data and the implementation process. A consensus was met and division chairs were in favor.
 - Proposal only addresses degrees and not certificates and when members were polled for comments, majority agreed upon including an exception to the proposal for 2 years as the time frame for certificate programs and 4 years for degree programs.
 - Committee endorsed the proposed change with modifications.
- b. Summary of CAC Reflection and ways to address shortcomings*
- Chair thanked everyone for comments submitted.
 - Summary of pros were: Chair's good leadership, timeliness of meetings, support of officers; Secretary's dedication, members (each) had a voice; decision table worked; and successful teamwork in meeting with visiting team.
 - Summary of the cons with suggestions for improvement were: course outline progress slow; suggested deadlines; technical issues-already brought to administration but nothing done; spent too much time on board policies-should not take over future meetings; Chair and VC should split responsibilities; consistency on course outline format should be followed-now is not the time to change; inconsistency in constituency involvement (division faculty involvement); meeting time too short-suggested to change from 12:30pm to 1:55pm and dedicate 45 minutes to course outline reviewing only.
 - Chair solicited members for suggestions to better expedite course outline review process;

comments received:

- VC to be given added responsibility to do follow-ups on course outlines;
- Careful preparation and reviewing at the division level should be done to save more time for the committee's review;
- Set timelines;
- Division chairs should take charge in working with authors to get outlines done;
- Readers and authors should work actively;
- Chair closed discussion by pledging that she will make sure to submit work on a timely manner.
- Before turning the meeting over to IDAP, Chair commented that the workload required for this post should be equivalent to 3 hours release time (just the same as Faculty Staff Senate Chair) and recommends the committee and the IDAP to look into.

c. Election of Officers for 2016-2017*

- IDAP expressed gratitude to Chair for her great leadership throughout the past two years.
- She opened with soliciting volunteers for next year's officers but no one responded.
- She then opened for nominations:
 - Debra Perman for Chair-(response from nominee was having served 2 consecutive years as Secretary, she will be stepping down as officer for the committee).
 - Peltin Pelep for Chair-(response from nominee, he will be stepping down as division chair for next school year and will not be a member of the committee).
 - Sylvia Henry for Chair and Sharon Oviedo for Vice-Chair-(both declined).
 - Joy Guarin for Chair-(declined).
 - Charles Aiseam for Chair and Gardner Edgar for Vice-Chair; was seconded; motion was moved to close nominations; members voted unanimously.
- The committee unanimously voted for Charles Aiseam and Gardner Edgar as Chair and Vice – Chair, respectively for 2016-2017.
- IDAP continued with nominations for Secretary:
 - Debra Perman -(declined).
 - Sylvia Henry -seconded; motion was moved to close nominations; members voted unanimously.
- The committee unanimously voted for Sylvia Henry as Secretary for 2016-2017.
- New officers were congratulated and IDAP thanked everyone.
- Chair turned over all of the course outline records (in electronic form) to the newly elected Chair.

5. Adjournment

- Meeting was adjourned at 12:37pm.

College Web Site Link:

Prepared by:	<i>Debra W. Perman</i>	Date Distributed:	<i>5/13/16</i>
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Approval of Minutes Process & Responses:

- Electronic votes: 11 yes.

Submitted by:	<i>Debra W. Perman</i>	Date Submitted:	<i>6/1/16</i>
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- April 11 and April 25 minutes were approved.
- MS099 course outline to be reworked and resubmitted.
- Name change of committee to Curriculum Committee endorsed.
- Proposal for time frame change to APRC was endorsed as 4 years for degree programs and to include certificate programs for 2 years.
- School year 2016 -2017 officers were elected: Charles Aiseam-Chair; Gardner Edgar-Vice-Chair; and Sylvia Henry-Secretary.
- Divisions to work actively with everyone involved in course outline review to speed up the process.

