

Committee Minutes Reporting Form			
Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
April 11, 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	
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-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	
*Attending campus function (Book presentation by Dr. Spencer).			
Additional Attendees:			
Agenda/Major Topics of Discussion:			
<b>AGENDA</b> 1. Call to order and review of agenda 2. Minutes of previous meetings a. February 29, 2016*; March 21, 2016*; March 28, 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) b. Course outlines RFA 1) VEE 235* 2) MS 099* 3) SS 150* c. Policies/procedures 1) Administrative Procedure No. AP 3302 Making up Classes* (Report from <i>ex officio</i> on concerns expressed by EC) 2) Number of preps for courses with labs ( <i>Ex officio</i> 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* 5. Adjournment			
Discussion of Agenda/Information Sharing:			

1. Call to order and review of agenda
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- Meeting was called to order at 1:00pm with 10 members present.
- Chair reviewed agenda and no modifications to agenda was proposed; all approved.
- Chair announced and apologized for misunderstanding in regards to course outlines FL120 and FL160 that were already deemed RFA by readers in March and will include in next meeting's agenda.

2. Minutes of previous meetings

a. February 29, 2016\*; March 21, 2016\*; March 28, 2016\* (electronic vote)

- Secretary reported that minutes were not ready yet and asked for oral votes from those present who have not yet voted. As for March 28, advice received from VPIEQA was to go ahead and post as UNOFFICIAL and add a note with a brief explanation.
- Votes received including the ones present were as follows:
  - 2/29-12 yes; 5 abstains; passed.
  - 3/21-12 yes; 2 abstains; passed.
  - 3/28-8 yes; 7 abstains; documented as 'Unofficial' due to not meeting quorum.

3. Follow up/follow through on previous items/reports (Old business)

a. Status of course outline revision/review process (report from Chair)

b. Course outlines RFA

- 1) VEE 235\*
- 2) MS 099\*
- 3) SS 150\*

- VEE235-needed minor changes by the author and to be resubmitted to CAC Chair; unanimous votes to endorse pending modifications.
- MS099-needed major changes by author and to be reviewed by reader team prior to resubmitting to CAC Chair.
- Chair reminded members that there should be a shared understanding of what kinds of rubrics there are and how they are developed. She announced that she would formally convey to IDAP to include in the fall faculty workshops.

Adjourned at 2:05pm.

College Web Site Link:

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

- Electronic votes: 13 yes; 2 abstains

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

- VEE235 course outline was endorsed pending modifications.
- MS099 course outline was returned to author and readers for recommended changes.
- Chair will recommend to IDAP to include workshop in the fall on preparing rubrics.
- Chair and Secretary will finalize outstanding minutes as well as seek advice on the reporting of 3/28 minutes (not meeting quorum) from VPIEQA.