

NOTE: MEETING WAS CONDUCTED FOR DISCUSSION PURPOSES SINCE QUOROM WAS NOT MET, THEREFORE CONSENSUS TO APPROVE COULD NOT BE MET

Committee or Working Group		<i>Curriculum and Assessment Committee</i>		
Date:	Time:	Location:		
March 28, 2016	1:02pm	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
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		Sr. 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 and Ex Officio		Maria Dison	X	

* Ill ** No babysitter *** Medical apt. off island **** off island ***** miscalculated meeting time

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Call to order and review of agenda
2. Minutes of previous meetings
 - a. February 29, 2016*; March 21, 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*
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:

1. Call to order and review of agenda

- Chair called the meeting to order at 1:02 p/.m. even though only some members were present. Agenda was reviewed with no changes. Quorum was not met for this meeting. However, discussion was held on several items as indicated below.

2. Minutes of previous meetings

- a. February 29, 2016 and March 21, 2016 minutes have not yet been completed

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

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

- ▶ Chair reported that she has seen some movement in the e-mail regarding the work being done on course outlines and encouraged everyone to try to get as many RFA before the end of the semester as possible.

- b. Course outlines RFA

1) VEE 235*

2) MS 099*

- ▶ No action taken on either outline due to lack of quorum. However, during a brief discussion on MS 099, a question was raised as to why inequalities are being addressed in the outline as opposed to equalities and why ISLO #6 Information literacy is linked. There is also the need to spell out the PSLOs of other programs on the cover page.

- ▶ During discussion of the course outlines, a question was raised as to whether a division can submit a revised course outline for CAC consideration if the outline was not among the original 25% submitted by that division. Some members expressed that CAC should stick to the original 25% before considering other outlines. Others felt that CAC should allow exceptions for good reason. It was feeling of the members present that CAC should stick to the original 25% and deviate from that list only when solid justification is provided by the division on the Course Modification Request Form.

4. New business

- a. Policies/procedures

1) Administrative Procedure No. AP 3302 Making up Classes*

- ▶ *Ex officio* (IDAP) Maria asked that this procedure be withdrawn from consideration at this time. The VPIA presented the policy on Making up Classes to EC last month and EC had four areas of concern. *Ex officio* Maria was asked to provide a list of the concerns in writing for CAC review. Further, the issue of sick leave and making up classes was not addressed in the proposed procedure. Maria was asked to have that issue included in the revised procedure.

2) Proposal to change time frame of Academic Program Review Cycle*

- ▶ Not discussed.

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 and AP and will be added pending CAC's recommendation.

- ▶ IDAP Maria presented the issue of the number of preps for courses with labs. Discussion focused on the 2005 memorandum issued from then President James regarding such courses. While reviewing this list, members questioned many of the courses and came to the conclusion that the list needs to be updated. IDAP Maria will address this concern by providing an e-mail summarizing the background of the issue and an updated list of the courses affected by the policy. She will coordinate this work with HR.

5. Adjournment

- ▶ Meeting was adjourned at approximately 1:56 p.m.

Handouts/Documents Referenced:

1. March 28, 2016 CAC meeting agenda.
2. VEE 235 Course outline March 21, 2016
3. MS099 Course outline 2/11/16
4. AP 3302 Making up Classes
5. Courses with Labs
6. Proposal to change timeframe of Academic Program Review Cycle

College Web Site Link:

Prepared by:	<i>Susan J. Moses</i>	Date Distributed:	03/29/16
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Approval of Minutes Process & Responses:

- Electronic votes: 8 YES; 7 ABSTAINS

Submitted by:	<i>Susan J. Moses</i>	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- No formal decisions reached due to lack of quorum
- MS 099 will be further revised to address CAC's concerns
- *Ex officio* will provide background summary of issue of courses with labs and number of preps; she will also provide updated list of current courses under this policy; work will be coordinated with HR
- *Ex officio* will inform CAC of the concerns expressed by EC on the Making up Classes Policy