

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum and Assessment Committee</i>	
Date:	Time:	Location:	
August 22, 2016	1:00pm	Board Conference Room	
Members			
Titles/Reps	Name	Present	Absent
Chairperson/ Pohnpei Campus Faculty Rep	Charles Aiseam	X	
Vice-Chairperson/ Trade & Technology Division Chair	Gardner Edgar	X	
Secretary/ Education Division Chair	Sylvia Henry	X	
Math & Science Division Chair	Snyther Biza	X	
Public Health Division Chair	Paul Dacanay	X	
Languages & Literature Division Chair	Resida Keller	X	
Social Sciences Division Chair	Delihna M. Ehmes	X	
Business Division	Joseph Felix Jr.	X	
Chuuk Campus Instructional Coordinator	Mixon Jonas		X
Chuuk Campus Faculty Rep.	Lynn Sipenuk	X	
Chuuk Campus Faculty Rep.	Alton Higashi	X	
National Campus Faculty Rep.	Susan Moses	X	
Pohnpei Campus Faculty Rep	Shirley Jano	X	
Kosrae Campus Instructional Coordinator	Michael Williams		X
Kosrae Campus Faculty Rep.	Sharon Oviedo	X	
FMI Campus Rep.	Mathias Ewarmai		X
Yap Campus Instructional Coordinator (Acting)	Joy Guarin	X	
Yap Campus Faculty Rep.	Robert Yangerlou	X	
Pohnpei Campus Instructional Coordinator	Vacant		
Ex-Officio	Maria Dison	X	

Additional Attendees: Robert Yangerlou Faculty Rep Yap

Agenda/Major Topics of Discussion:

1. Call to order and review/adoption of agenda
2. Follow up/follow through on previous items/reports (Old business)
 - a. Status of...
 - Committee name change
 - Time frame of Program Review cycle
 - 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)
3. New business
 - a. Adoption of meeting dates for Fall 2016
 - b. CO Review and approval
 - i. ESL 079
 - c. LRC representative in CC
 - d. Assignment of readers team for new members
 - e. Semesters' priorities

5. Adjournment

Discussion of Agenda/Information Sharing:

1. Call to order and review/adoption of agenda

- *Meeting was called to order at 1:06*
- *Chair reviewed the agenda and no modifications: all approved*
- *Introduction of members followed shortly after*

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

a. Status of...

- *Committee name change*
 - Official name change from CAC to CC is pending approval from EC. Per report by committee chair from VP/IEQA, EC has yet to meet and discuss name change proposal.*
 - CC members went ahead to vote on change of committee name from CAC to CC – all approved*
- *Time frame of Program Review cycle*
 - Per recommendation of CC to implement 4-year cycle for all degree programs and maintain 2 year-cycle for certificate programs.*
 - Program reviews should be submitted to VPIA at midterm*
Suggested that a copy of the revised program review cycle proposed change be sent to all division chairs for distribution.
 - A concern was about faculty completing or doing course level assessments for all courses taught in every semester. It is the understanding of all CC members that every faculty must complete course level assessments for each course taught per semester.*
- *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)*
 - Some inconsistencies in the listing of courses with labs- for example, SC 240 is listed but not appears in catalog and other places. So DAP will need to update SIS to include courses such as SC240.*
 - Another concern raised about why VocEd courses have 1 prep and 6 contact hours and not 2 preps and 6 contacts*
 - Both ED 292 and Ed 392 have 1 prep and 3 contact hours. Prep should be 2 instead of 1.*
 - A suggestion has been made to the DAP to revisit the definition of the word prep, come up with a clear definition of what prep means. Perhaps a clear definition in place helps determine the number of preps for certain courses.*
 - Motion to modify list of courses with lab with the help of CC members to provide justifications and rationale for including other courses.*

3. New business

- Adoption of meeting dates for Fall 2016*
 - Chair will modify meeting dates and send them out to members for comments*
- CO Review and approval*
 - ESL 079 is a requirement for HCOP and Public Health. ESL 079 has been recommend to be given to reader teams to review and finalize*
- LRC representative in CC – no time*
- Assignment of readers team for new members- no time*

e. Semesters' priorities- no time

4. Adjournment

a. Meeting adjourned 2:03

Courses with Labs: Proposed changes per CAC's March 28, 2016 meeting.

Courses with Labs: Proposed changes per CAC's March 28, 2016 meeting.

1. ESL 079 Course outline (old)
2. ESL 079 revised
3. ESL 079 Course modification
- 4.

College Web Site Link:

Prepared by:	<i>Sylvia Henry</i>	Date Distributed:	<i>8/31/16</i>
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Approval of Minutes Process & Responses:

➤ Electronic votes:

Submitted by:	<i>Sylvia Henry</i>	Date Submitted:	<i>8/31/16</i>
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

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No names and it was suggested