

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum Committee</i>	
Date:	Time:	Location:	
November 28, 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 Chair	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	Vacant		
Kosrae Campus Faculty Rep.	Vacant		
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	Vacant		
Hospitality & Tourism Management Division Chair	Debra Perman	X	X*
Pohnpei Campus Instructional Coordinator	Vacant		
Ex-Officio	Maria Dison	X	

*** Classroom observation *Personal matters ***travel*

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Call to order and review/adoption of agenda and minutes
2. Follow up/follow through on previous items/reports (Old business)
 - a. Faculty input on BP/AP 3302
 - b. DAP clarification on ESL 079
 - c. CO assignment
3. New business
 - a. Course Fee proposal (DAP)
 - b. Gaining approval of AFT Certificate Program at Chuuk Campus
 - c. Fall 2016 special meeting
4. Adjournment

Discussion of Agenda/Information Sharing:

1. Call to order and review/adoption of agenda and minutes
2. Follow up/follow through on previous items/reports (Old business)

a. Faculty input on BP/AP 3302

- i. Discussions took place to clarify procedures on how faculty make up contact hours. Contact hours apply to faculty only and sick leave applies to all college personnel. Some members of CC did share the BP/AP 3302 and gathered feedback as listed below;

From National; At other institutions, it is the responsibility of the administration to identify and pay for additional instruction for students with prolonged absences, and these schools have a budget to pay for such. Here at COM-FSM, instructors are given sick leave which covers for missed classroom instruction and they are forced to make up the contact hours, and they are teaching without compensation. In some cases, other instructors are asked to teach another instructor's class(es) without compensation.

There needs to be clarification on Section I of the procedures to address 1 day absences. There is a need to address absences that may add up to 2 weeks. Section 3 needs clarification.

From Chuuk- tutors are not qualified to substitute any faculty, substitute faculty is difficult to find so would it be possible to Chuuk to identify substitute faculty and not go through Pohnpei for approval.

Yap: emergency absences due to sickness, if faculty apply for sick leave, then why should there be a make up class? If a faculty makes up the class, then sick leave hours shouldn't be deducted. But if sick leave can't be used by faculty, then it is suggested that sick leave hours are converted into to cash to be collected at the end of each year.

From Kosrae –3 questions were brought from Kosrae Campus.- How will the substitute instructor be compensated? When a substitute instructor is hired on special contract, he/she will be paid on contract. Will the college pay for substitute instructor and the assigned faculty for the course? Can a faculty with a overload also be a part-time instructor?

From PNI campus – AP 3302 needs to state consequences for not meeting. A list of substitute faculty should be made available and kept up to date.

Sick Leave involves all personnel. Why can't faculty be defined differently.

There is need to propose something to faculty/staff senate to differentiate leave for faculty and professional staff.

b. DAP clarification on ESL 079

c. CO assignment

3. New business

a. Course Fee proposal (DAP)

b. Gaining approval of AFT Certificate Program at Chuuk Campus

c. Fall 2016 special meeting

- i. A special meeting needs to meet to discuss AFT Certificate Program

4. Adjournment

a. Adjourned at 2:00.

Handouts/Documents Referenced:			
College Web Site Link:			
Prepared by:	<i>Sylvia Henry</i>	Date Distributed:	<i>1/16/2017</i>
Approval of Minutes Process & Responses:			
➤ Electronic votes:			
Submitted by:	<i>Sylvia Henry</i>	Date Submitted:	
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
<ul style="list-style-type: none"> • Move on BP/AP 3302 on with more clarification • Chair of CC refer issue on BP/AP 3302 to Faculty Staff Senate • Email CC for preferred meeting dates by Friday. 			