

<b>Committee Minutes Reporting Form</b>			
<b>Committee or Working Group</b>		<i>Curriculum Committee</i>	
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	
February 13, 2017	1:00pm	Board Conference Room	
<b>Members</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
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		X
Kosrae Campus Faculty Rep.	Vacant		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	Vacant		
Hospitality & Tourism Management Division Chair	Debra Perman	X	
Pohnpei Campus Instructional Coordinator	Vacant		x
Ex-Officio	Maria Dison	X	
<b>Additional Attendees:</b>			
<b>Agenda/Major Topics of Discussion:</b>			
<ol style="list-style-type: none"> <li>1. Call to order and review/adoption of agenda and minutes</li> <li>2. Course Outline <ol style="list-style-type: none"> <li>a. SS 101</li> <li>b. HTM 165 adopted with modifications</li> </ol> </li> <li>3. Follow up/follow through on previous items/reports (Old business) <ol style="list-style-type: none"> <li>a. Course Fee proposal for Achieve 3000 update</li> <li>b. Comments from Faculty Staff Senate on AP/BP 3302 (see attached Memo)</li> </ol> </li> <li>4. New business <ol style="list-style-type: none"> <li>a. None</li> </ol> </li> <li>5. Adjournment</li> <li>6.</li> </ol>			
<b>Discussion of Agenda/Information Sharing:</b>			
<ol style="list-style-type: none"> <li>1. Call to order and review/adoption of agenda and minutes <ol style="list-style-type: none"> <li>a. Meeting was called to order at 1:05</li> </ol> </li> <li>2. Course Outline <ol style="list-style-type: none"> <li>a. SS 101 was reviewed and checklist provided for SS101 with no comments. PLOs of other</li> </ol> </li> </ol>			

programs that SS101 meets as indicated on the cover page for CO SS101 and Program Learning Outcomes on the second page are the same (Micronesian Studies) and perhaps General Education should be listed as other programs. General SLOs need to use observable and measurable verbs. ISLO #2 could be checked since many written assessments are required. It was suggested to merge 1.2 and 1.3, 1.4 and 1.6. Two questions were raised regarding why SLOs 1.1, 1.2, 1.5, 1.6, and 2.2. were aligned with ISLO #4 Problem Solving and how SLO 1.1 linked to PLO #4? There's a need to review course outline and provide clarity how discussions are used in SLOs. **CO SS 101 will be returned to division chair for more modifications.**

- b. HTM 165 – HTM165 was 3 credits, but now modified to 4 credits. Reader teams presented HTM 165 for RFA. There were concerns regarding the why 97 hours and not 96 and the actual breakdown on hours was clarified on the course modification form. Include an SLO under GSLO 1 to address food borne diseases. Is there a way to combine CSLO 2.1 and 2.2 to align with GSLO. A question was raised whether program modification request would be needed because adding more credits to a course changes the number of credits for a program. A program modification is prepared and pending modification of courses in the program. **Approve HTM 165 with recommendations to add CSLO under GSLO 1 to address food borne diseases, and align 2.1 and 2.2 with GSLO2.**

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

- a. **Course Fee proposal for Achieve 3000 update- Change the word PELL to Pell.** A question was raised whether the proposal is for all campus or national campus only. The response provided indicated any campus offering ESL 089 will be covered. **Course Fee proposal for Achieve 3000 was approved.**
- b. Comments from Faculty Staff Senate on AP/BP 3302 (see attached Memo) A recommendation was made be forward FSS and CC's comments on AP3302 be forwarded to DAP to forward to EC. **Recommendation was approved.**

4. New business

- a. None

5. Adjournment

- a. Adjourned at 1:59

**Handouts/Documents Referenced:**

**College Web Site Link:**

**Prepared by:**

*Sylvia Henry*

**Date Distributed:**

**Approval of Minutes Process & Responses:**

**CC January 30, 2017 approved**

➤ Electronic votes:

**Submitted by:**

*Sylvia Henry*

**Date Submitted:**

**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

- a. CO SS 101 will be returned to division chair for more modifications.
- b. Approve HTM 165 with recommendations to add CSLO under GSLO 1 to address food borne diseases, and align 2.1 and 2.2 with GSLO2.
- c. Course Fee proposal for Achieve 3000 is approved.
- d. A recommendation was made to forward FSS and CC's comments on AP3302 be forwarded to DAP to forward to EC. Recommendation is approved.