

**Committee Minutes Reporting Form**

<b>Committee or Working Group</b>		<i>Curriculum Committee</i>	
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	
August 21, 2017	1:00pm	Board Conference Room	
<b>Members</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
1. Chairperson/ National Faculty Rep	Resida Keller	X	
2. Vice-Chairperson/ Yap Campus Instructional Coordinator	Joy Guarin	X	
3. Secretary/ National Faculty Rep	Sylvia Henry	X	
4. Associate of Science Programs/Instructional Coordinator	Joseph Felix Jr.	X	
5. Associate of Arts Programs/Instructional Coordinator	Vacant		
6. Pohnpei Campus Instructional Coordinator	Taylor Elidok	X	
7. Pohnpei Campus Faculty Rep	Deeleann Daniel	X	
8. Pohnpei Campus Faculty Rep	Gardner Edgar	X	
9. Kosrae Campus Instructional Coordinator	George Tilfas		X**
10. Kosrae Campus Faculty Rep	Sharon Oviedo		X**
11. Kosrae Campus Faculty Rep			
12. Chuuk Campus Instructional Coordinator	Mixon Jonas	X	
13. Chuuk Campus Faculty Rep	Lynn Sipenuk	X	
14. Chuuk Campus Faculty Rep	Alton Higashi	X	
15. FMI Campus Rep.	Mathias Ewarmai		X*
16. LRC Representative	Jennifer Helieisar	X	
17. Ex-Officio	Maria Dison	x	

\*sick

\*\* holiday

**Additional Attendees:**

**Agenda/Major Topics of Discussion:**

1. Call to order and review/adoption of agenda and minutes
2. TOR Review
- 3. Suggested Fall 2017 Meeting Schedule:**
  - August 21<sup>st</sup>
  - September 4<sup>th</sup>
  - September 18<sup>th</sup>
  - October 9<sup>th</sup> (this date was selected since the week before is Mid-terms week)
  - October 23<sup>rd</sup>
  - November 6<sup>th</sup>
  - November 20<sup>th</sup>
  - December 4<sup>th</sup>
  - \*Special end of the semester meeting prior to graduation (Dec. 13<sup>th</sup> or 14<sup>th</sup>?)
- Suggested Spring 2018 Meeting Schedule:**
  - January 29<sup>th</sup>
  - February 12<sup>th</sup>
  - February 26<sup>th</sup>
  - Mid-terms are on March 5<sup>th</sup> and 6<sup>th</sup>

March 12<sup>th</sup>

March 26<sup>th</sup> (no classes after on the 27<sup>th</sup>-30<sup>th</sup>)

(April 2<sup>nd</sup> Founding Day)

April 9<sup>th</sup>

April 23<sup>rd</sup>

May 7<sup>th</sup> (day before the last day of instruction)

4. Goals and Targets for this year
  - a. Accelerate review/approval of Course outlines.
5. Adjournment

#### **Discussion of Agenda/Information Sharing:**

1. Call to order and review/adoption of agenda and minutes  
Meeting was called to order by chairperson Resida and agenda was adopted as is. CC Minutes of April 24, 2017 was distributed for cc members to cast votes by the end of the week.
2. TOR Review  
Many members stressed concerns regarding membership of CC since most division chair positions have been abolished. Changes will be made on TOR to reflect consistency in distribution of meeting minutes with 5 days of each meeting. TOR Discussions led to a reduction in members to include: 6 instructional coordinators, 2 faculty reps for each campus (10), 1 library rep. and the ex-officio. A motion was made and approved.  
Chair of CC will revise TOR to incorporate all comments and distribute for all members to review

#### **3. Suggested Fall 2017 Meeting Schedule:**

August 21<sup>st</sup>

September 4<sup>th</sup>

September 18<sup>th</sup>

October 9<sup>th</sup> (this date was selected since the week before is Mid-terms week)

October 23<sup>rd</sup>

November 6<sup>th</sup>

November 20<sup>th</sup>

December 4<sup>th</sup>

\*Special end of the semester meeting prior to graduation (Dec. 13<sup>th</sup> or 14<sup>th</sup>?)

Meeting dates

#### **Suggested Spring 2018 Meeting Schedule:**

January 29<sup>th</sup>

February 12<sup>th</sup>

February 26<sup>th</sup>

Mid-terms are on March 5<sup>th</sup> and 6<sup>th</sup>

March 12<sup>th</sup>

March 26<sup>th</sup> (no classes after on the 27<sup>th</sup>-30<sup>th</sup>)

(April 2<sup>nd</sup> Founding Day)

April 9<sup>th</sup>

April 23<sup>rd</sup>

May 7<sup>th</sup> (day before the last day of instruction)

Motion was made to adopt the Cc meeting schedule as is.

4. Goals and Targets for this year

<p>a. Accelerate review/approval of Course outlines.</p> <p>5. Adjournment</p> <p>6.</p>

<p><b>Handouts/Documents Referenced:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
--

<p><b>College Web Site Link:</b></p>
--------------------------------------

<p><b>Prepared by:</b></p>	<p><i>Sylvia Henry</i></p>	<p><b>Date Distributed:</b></p>	
----------------------------	----------------------------	---------------------------------	--

<p><b>Approval of Minutes Process &amp; Responses:</b></p>
--

<p>➤ Electronic votes:</p>
----------------------------

<p><b>Submitted by:</b></p>	<p><i>Sylvia Henry</i></p>	<p><b>Date Submitted:</b></p>	
-----------------------------	----------------------------	-------------------------------	--

<p><b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b></p>
--

- TOR Discussions led to a reduction in members to include: 6 instructional coordinators, 2 faculty reps for each campus (10), 1 library rep. and the ex-officio. A motion was made and approved.
- Motion was made to adopt the Cc meeting schedule as is.

--