

**College of Micronesia-FSM
Committee Minutes Reporting Form**

Committee or Working Group		Instructional Coordinators		
Date:	Time:	Location:		
September 18, 2018	4:00 PM – 5:00 PM	Board Conference Room (VoIP 4519/PIN 5302)		
Members				
	Names	Present	Absent	
National Campus IC	Joseph Felix, Jr.		X	Medical checkup
CTEC IC	Taylor Elidok	X		
Chuuk Campus IC	Mixon Jonas		X	
Kosrae Campus IC	George Tilfas	X		
Yap Campus IC	Joy Guarin (Acting)	X		
DAP	Maria Dison	X		
Additional Attendees:				
Agenda/Major Topics of Discussion:				
<ol style="list-style-type: none"> 1. Minutes of Sept. 4, 2018 Meeting* 2. AY2018 Meeting Schedule* 3. Updates <ul style="list-style-type: none"> o Course Modification Plan & Work o Program Reviews 4. Miscellaneous 5. Adjournment 				
Discussion of Agenda/Information Sharing:				
<ol style="list-style-type: none"> 1) Minutes of Sept. 4, 2018 Meeting <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Not adopted • Minutes of Sept 4, 2018 adopted with minor modification by putting a check mark under “present” to indicate that IC Felix was at the meeting. 2) AY2018 Meeting Schedule <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Not adopted 3) Timeline for Course Outline Revision <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Not adopted • Timeline for course outline revision adopted with the addition of a provision indicating that the target date could be extended if necessary. 4) Updates <ol style="list-style-type: none"> a) Course Modification Plan & Progress of Work – According to the course modification plan as submitted by the IC’s for Fall 2018: <ul style="list-style-type: none"> (1) AS CIS* – 10% (1 out of 10 courses) (2) AAS ET – 28% (2 out of 7 courses) (3) CA AFT – 42% (3 out of 7 courses) (4) CA BK – 44% (4 out of 9 courses) (5) CA EET – 28% (2 out of 7 courses) (6) CA PH – 28% (2 out of 7 courses) 				

(7) CA SS - 100% (2 out of 2 courses)
*volunteered by Marlene Mangonon

b) Pending submission of plan of work:

- (1) CTEC - HTM, TT, CM/FM, MVM, Carp., CE, RAC
- (2) National Campus - All the courses owned by the programs offered at the National Campus (except for the completed courses in Pre Teacher Prep and 3rd Year Teacher Prep-Elementary)

This week Friday, Sept. 21, is the deadline for the ICs from CTEC and National Campus to submit the above pending plan of work.

c) Status report by each campus on course outline revision.

- (1) Yap - Authors for the revision of AG 094 and VEE 100 have completed the first drafts. The author for AG 094 is currently searching for a new textbook. The author for VEE 100 is completing the course modification request form. The drafts will be share with other faculty teaching the courses for input.

IC Guarin shared communication from Dr. Buden regarding SC 120 revision.

- (2) Kosrae - In progress, authors are currently working on them and communicating faculty at other campuses for input.
- (3) CTEC - Revision of CA 100s, CA 101s, SC 098, SC 117, VEE 222, and SS 100 is in progress. CA 100s & CA 101s completed and will submit to IC for review pending comments from other campuses. Emma is currently revising SC 098 and SC 117. VEE 222 draft is almost complete. Author for SS 100 is currently soliciting input from various sources.

d) General Education course outline assignment (Discussion)

- (1) It was recommended to add SC 120 to the list of general education courses and put Dr. Buden as the revision author since he is already working on it.
- (2) SC 111 was assigned to Alton, DAP needs to look into it.
- (3) Suggestion - course outlines as sample send to the IC's

e) Program Reviews

i) Report on status of the writing of program reviews that are due.

- (1) DAP received the program reviews from Yap Campus as revised per Assessment Team's recommendations. The program reviews are put on the agenda for the Assessment Team's meeting scheduled for tomorrow, Wednesday, Sept. 19.
 - (a) Achieving College Excellence
 - (b) Certified Nursing Assistant
 - (c) Community Health Services
 - (d) Electronic Engineering Technology
- (2) Status report for the following pending program reviews
 - (a) Liberal Arts/HCOP - National
 - (b) Marine Science - National
 - (c) Public Health - National
 - (d) Nursing - National
 - (e) Nursing Assistant Certificate - Chuuk, Kosrae***, National, Yap*
 - (f) Basic Public Health - Chuuk, Kosrae, National
 - (g) 3rd Year Specialist in Public Health - National
 - (h) Community Health Assistant Training - Yap*
 - (i) Trial Counselor - National
 - (j) Cabinet/Furniture Making - CTEC
 - (k) Construction Electricity - CTEC

- (l) Electronic Engineering Technology - CTEC, Kosrae
- (m) ACE - CTEC**, Kosrae, Chuuk

*Completed
 **Received by DAP
 ***Received by IC

- 5) Miscellaneous
 - a) Taylor - Starting Sept. 24 - Oct. 29 classroom observation.
 - b) Joy - schedule for spring & summer, TARF being prepared
 - c) George - request for follow up ED & English part time certification- Salpasr & Benina
- 6) Adjournment - 5:00 PM

Handouts/Documents Referenced:			
1. Minutes of September 4, 2018 Meeting			
2. AY 2018 Meeting Schedule			
3. Timeline for Course Outline Revision			
4. Program Course Outline Revision Assignments			
5. General Education Course Outline Revision Assignments			
College Web Site Link:			
Prepared by:	Maria Dison	Date Distributed:	9/28/18
Approval of Minutes Process & Responses:			
1. Minutes of Sept. 4, 2018 Meeting adopted by unanimous votes.			
Submitted by:			
		Date Submitted:	
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
1. AY2018 Meeting Schedule adopted.			
2. Timeline for Course Outline Revision adopted.			