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| **Committee Minute’s Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| February 18, 2019 | 1:00PM  | Board Conference Room |
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| **Members**  |  |  |  |
| **Titles/Reps** | **Name** | **Present** | **Absent** |
| Chairperson/ ANRM &AFT Program Representative  | Mark Kostka  | X |  |
| Vice-Chairperson Liberal Arts & HCOP Program Representative | Kasiano Paul | x |  |
| Secretary/Kosrae Campus Program Representative  | Sharon Oviedo  | x |  |
| Chuuk Campus Program Representatives  | Lynn Sipenuk  | X |  |
|  | Alton Higashi  | X |  |
| AAS Technology & Trades Program Representative | Gardner Edgar | X |  |
| COA Technology & Trades Program Representative | Danilo Ibarrola | X |  |
| HTM, Secretarial Science, Bookkeeping Program Representative  | Debra Perman | X |  |
|  | Deeleeann Daniel  | x |  |
| Yap Campus Program Representative  | Joy Guarin  | X |  |
| FMI Campus Program Representative  | Mathias Ewarmai  |  | X\* |
| Education Program Representative  | Susan Moses | X |  |
| Education Program Representative  | (vacant) |  |  |
| Public Health/ Nursing Program Representative  | Robert Spegal  |  | X |
| General Education Program Representative  | Marlene Mangonon | X |  |
| Micronesian Studies Program Representative | Marvey Elias | X |  |
| Business Administration/ Computer Information Systems Program Representative  | Cindy Marie Edwin  | X |  |
| Marine Science Program Representative  | (vacant) |  |  |
| LRC Representative  | Jennifer Helieisar  |  | X |
| Ex-Officio (DAP) | Maria Dison |  | X |
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| \*retired  |

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| **Additional Attendees:** | VPIA Karen Simion |
| A**genda/Major Topics of Discussion:** |
| **AGENDA:** **AGENDA:** **Welcoming Remarks/Overview of Agenda** **\*Approval of minutes from February 4 meeting****Urgent matters*****Course Outline for Endorsement***ED  330 requires CC’s endorsement of the revision.AG092 – Swine and Poultry ProductionBU101 – Intro. To BusinessCA105 – Data Analysis Using Spreadsheet***Policies and Procedures for BS in Elementary Education Program***BP 1110 - Assessment BP 1500 - Role of CampusesBP 1530 - (new) Baccalaureate Degree ProgramsBP 3001- Catalog LimitationsAP 3001 - Catalog LimitationsBP 3101- Academic Program RequirementsBP 3202 - Instructional Program ReviewAP4204 – Admission Policy to TYTPBP4204 – Admission Procedure for TYTPBP 4xxx-Admissions Policy-BS ED Elementary**Follow up on the following course outlines.**CA 100 Computer LiteracyIS 260 Business Information SystemIS 280 Intro to NetworkingSS 111 Cultural Anthropology – *Reader Alton Submitted Rubric*VEE 223 PC Repair – *Danny submitted revised CO*VSP 121 Industrial Safety**New Items:**AAS in Building Technology – Proposal for Program ModificationUpcoming Agenda Items:MiscellaneousAdjournment |
| **Discussion of Agenda/Information Sharing:**1. **Welcoming Remarks/Overview of Agenda**

Chairman called the meeting to order at 1:00PM and facilitated a brief review of the agenda.1. **Approval of Minutes of the Meeting on February 4, 2019**

A member made a motion and it was seconded to adopt the minutes from February 4, 20191. **Urgent Matters**

**a. Course Outline for Endorsement** ED330 Classroom Managementi. Education representative mentioned some typographical errors in the course outline, but besides those, it was ready to endorse.ii. A member made a motion and it was seconded to endorse ED 330.iii. **The committee endorsed ED330 with 13 votes.** AG 092 Swine and Poultry Production  i. The initiator requested to add the suggestion from the Chuuk representative regarding summative evaluation and student learning outcome 2.3 for computation of feed formulation for swine and poultry. ii. A member made a motion and it was seconded to endorse AG 094. iii. **The committee endorsed AG 092 with modifications with 14 votes.**  BU 101 Introduction to Business i. HTM, Secretarial Science, Bookkeeping Program Representative asked the reason for deleting the PLO’s in the HTM and CIS that is related to BU 101. ii. The reader team reported that it was the suggestion of the other reader team.  iii. VPIA gave some examples of how to match PLO’s to other programs. iv. HTM, Secretarial Science, Bookkeeping Program Representative and Chairman asked the committee to discuss more on BU 101 with the initiator, reader team and DAP.  CA 105 Data Analysis i. A member requested to send the checklist from the reader teams to all cc members. ii. A member asked for clarification from the initiator regarding the course hours/credit if it is a lecture,  lecture/lab or lecture with separate laboratory. iii. A member from Chuuk suggested inserting “in-class exercises” after laboratory under method of instruction. iv. The initiator clarified ISLO 8 which is mapped to one of the CSLOs. v. The chairman asked the committee for more discussion of CA 105. BOARD POLICIES  a. BP1110 Assessment i. A member form Chuuk wanted the committee to discuss the difference between program assessment and program review. ii. The VPIA explained that program assessment assess each PLO’s to CSLO while program review consists  of retention, persistence and completion rates. iii. The discussion for BP 1110 was delayed, since vice chairman needs to get a copy of BP 1110.  b. BP 1500 Role of Campuses i. VPIA discussed the changes/addition to BP 1500. ii. AAS Technology & Trades Program Representative asked about degree programs for CTEC. iii. The chairman suggested a special meeting to discuss and endorse all Board Policies in the agenda.   **5. Adjournment**The meeting was adjourned at 2:00PM **\*Electronic Votes for BP**  Education Program Representative made a motion and it was seconded (by who? And on what basis?) on February 18, 2019 at 3:36PM to endorse the following Board Policies AP4XXX, AP3001, AP 4204, BP 4XXX, BP 1110, BP1500, BP1530, BP3001, BP3101, BP3202 and BP4204, since VPIA and DAP reviewed the input and made changes accordingly.  **With 12 electronic votes AP4XXX, AP3001, AP 4204, BP 4XXX, BP 1110, BP1500, BP1530, BP3001, BP3101, BP3202 and BP4204 were endorsed.** |
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| **Handouts/Documents Referenced:** |

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| **College Web Site Link:**  |
| **Prepared by:** | ***Sharon Oviedo***  | **Date Distributed:**  | *February 27, 2019* |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes:
 |
| **Submitted by:**  | ***Sharon Oviedo*** | **Date Submitted:** | *February 27, 2019* |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:*** February 4, 2019 minutes was approved.
* ED330 was endorsed with 13 votes
* AG 094 was endorsed with 14 votes
* AP4XXX, AP3001, AP 4204, BP 4XXX, BP 1110, BP1500, BP1530, BP3001, BP3101, BP3202 and BP4204 were endorsed with 12 votes
* Further discussion for BU 101 and CA 105
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