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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| September 17, 2018 | 1:00PM  | Board Conference Room |
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| **Members**  |  |  |  |
| **Titles/Reps** | **Name** | **Present** | **Absent** |
| Chairperson/ National Campus Program Representative  | Mark Kostka  | X |  |
| Vice-Chairperson / National Campus Program Representative | Kasiano Paul | x |  |
| Secretary/Kosrae Campus Program Representative  | Sharon Oviedo  | x |  |
| Chuuk Campus Program Representatives  | Lynn Sipenuk  | X |  |
|  | Alton Higashi  | X |  |
| CTEC Campus Program Representatives  | Gardner Edgar | X |  |
|  | Danilo Ibarrola | X |  |
|  | Debra Perman | X |  |
|  | Deeleeann Daniel  | X |  |
| Yap Campus Program Representative  | Joy Guarin  | X |  |
| FMI Campus Program Representative  | Mathias Ewarmai  | X |  |
| National Campus Program Representatives  | Susan Moses | X |  |
|  | Robert Spegal  | X |  |
|  | Marlene Mangonon | X |  |
|  | Marvey Elias | X |  |
|  | Cindy Marie Edwin  |  | X\* |
| LRC Representative  | Jennifer Helieisar  | X |  |
| Ex-Officio | Maria Dison | X |  |
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*\* Personal Reason* |
| **Additional Attendees:** |  |
| A**genda/Major Topics of Discussion:** |
| 1. Welcoming Remarks/Overview of Agenda
2. Approval of September 3, 2018 minutes
3. Urgent matters
	1. EN/CO 205 Speech Communication
	2. ED330 Classroom Management (Updates from the reader team (Kasi & Mark)
	3. Course Outlines Pending Finalization and Submission ASAP to VPIA for approval
* ED 302 Social Science Methods
* PY 201 Human Growth (Reader team’s (Joy & Taylor) checklist submitted to former CC Chair)
* SC/ED 210 Science for Teachers
* ED 292 Practicum (need update from reader team)
* ED301A Language Arts Methods – need update (Gardner & Sharon)
* ED 301B Reading Methods – need update (Mixon & Deeleean)
* PY300 – Educational Psychology (need update from Joy & Taylor)
1. Miscellaneous
2. Adjournment
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| **Discussion of Agenda/Information Sharing:****1.Welcoming Remarks/Overview of Agenda**  CC Chairman called the meeting to order at 1:00PM and facilitated a brief review of the agenda.1. **Approval of September 3, 2018 minutes**

September 3, 2018 minutes – 7 Yes , 1 Abstain 1. **Urgent matters**
	1. EN/CO 205 Speech Communication
		1. A member from Chuuk, also author of EN/CO 205 clarified that the course outline sent to cc was not the same as the one originally sent to Dean Maria and VPIA. He would send a copy of the original to the Chairman and the reader team. He acknowledged the comments from a member from the National about the incorrect course outline.
		2. A member from National pointed out that a course outline should be reviewed by all state campuses since it is being offered at all state campuses, and that comments from the Kosrae, Yap, Chuuk and Pohnpei should be indicated in the course modification form.
		3. A member from the National and the Vice Chairman clarifies that no actions will be taken unless and until all the other campuses have made their inputs/comments in the course modification requests.
		4. A member from National asked the authors and members of CC for a copy of the course modification form. It was granted.
	2. ED 303 Classroom Management
		1. The Chairman and the Vice Chairman stated that they are still working on ED 303 Classroom Management.
	3. PY 201 Human Growth
		1. A member from the National mentioned the need to consider suggestions of Marlene Mangonon for PY 201 regarding GSLO 2 and its specific learning outcomes. The suggestion was noted.
		2. A member from the National suggested inviting the authors of the course outline ready for RFA during CC meeting.
		3. A member from the CTEC mentioned that the PY 201 course outline was good, however it would be better to obtain inputs from the Education Division.
		4. The Vice Chairman explained the basics of APA and MLA writing format.
		5. A member from CTEC clarified that before endorsing, a summary of the discussion must be done.
		6. The Vice Chairman summarized the discussion and the content of PY 201 course modification.
		7. A motion was made by Vice Chairman to endorse all course outlines to VPIA, but nobody seconded the motion.
		8. Members from YAP and Kosrae mentioned to include all comments/suggestions by cc members.
		9. A member from YAP suggested to do electronic votes for PY 201.
		10. A member from National mentioned that CC does not have the rights to change any PLO’s and ISLO’s
		11. A member from National requested to conduct orientation on the process of endorsing course outline, also to read the curriculum committee handbook.

 1. **Adjournment**

The meeting was adjourned at 2:00PM  |
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| **Handouts/Documents Referenced:** |

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| **College Web Site Link:**  |
| **Prepared by:** | ***Sharon Oviedo***  | **Date Distributed:**  | *September 27, 2018* |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes: 6 Yes
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| **Submitted by:**  | ***Sharon Oviedo*** | **Date Submitted:** | *September 27, 2018* |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** |