|  |
| --- |
| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| April 22, 2019 | 1:00PM  | Board Conference Room |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **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) | X |  |
| LRC Representative  | Jennifer Helieisar  |  | X |
| Ex-Officio (DAP) | Maria Dison | X |  |
|  |  |  |  |
| \*retired  |

 |
| **Additional Attendees:** |  |
| A**genda/Major Topics of Discussion:** |
| **AGENDA:** **Welcoming by Chairperson/Overview of Agenda** \*Suggestion for Last Meeting Agenda items**Approval of Minutes**April 08 Minutes**Urgent matters*****Course Outline for Endorsement*** IS260 –Business Information Sys.**Follow up on the following course outlines.**IS 280 Intro to Networking – Team Lynn and Cindy Marie (need updates from readers)SS 111 Cultural Anthropology – *Reader Alton Submitted Rubric* Returned to Initiator Karen –SS division Awaiting IC’s actionVEE 223 PC Repair- Team Danilo Ibarolla and Kasi  Returned to Initiator Gardner  Still under scrutiny by reader and fellow CA100 InstructorsVSP 121 Industrial Safety – Currently with Team Mark and DebraStatus Gardner was taken out as reader since he teaches the course and was replaced by Chair Mark. SS100 World of Work - by Mason Tihpen Feedback was already given by readers Maria and Jennifer**Updates from Reader Teams and Initiator:** IS230 – Database Design IS245- Digital Image… BU110 - Business Mathematics BU270 – Principles of Marketing MS150 – Statistics SC250 – General Botany SC130 – Physical Science SS/SC 115 – Ethnobotany SS120 – Geography SS130 – Intro to Sociology SS125 – Geography of the Pacific AG110 – Crop Production **Upcoming Agenda Items****Miscellaneous****Adjournment** |
| **Discussion of Agenda/Information Sharing:**1. **Welcoming Remarks/Overview of Agenda**

i. Chairman called the meeting to order at 1:00PM and facilitated a brief review of the agenda.ii. Chairman mentioned that May 6 would be the last CC meeting so election of new officers would be a part of the agenda. iii. Education program representative suggested having self-reflection and evaluation.iv. DAP asked the Chairman to send the self-reflection form to CC members before May 6, 2019.1. **Approval of Minutes of the Meeting on April 8, 2019**

i. Minutes of April 8, 2019 to be sent after the meeting. 1. **Urgent Matters**

 **a.** **Course Outlines for Endorsement**  **IS 260 Business Information Systems** i. Education program representative commented on the construction of the wording for SLO 3.2 assessment strategy and SLO 2.1 regarding “group of 4” also under assessment strategy. She also wants a clarification with SLO 5.1 if it is a term used in the course.  ii. Chuuk representatives agree with education program representative as to her comments on assessment  strategies; they mentioned that it should be readable. Some of the SLO’s are not aligned with ISLO #1  and 2.The number of learning outcomes are inconsistent. In the course modification request there are 6 learning outcomes, in the old format there are 4 and in the new course outline it is only 5. iii. Yap representative wanted an explanation on the dates of the old course outline and the revised course outline.  iv. DAP mentioned that reading IS260 was challenging. The reader teams met the initiator twice so as to align the SLO’s to PLO’s, ISLO’s and assessment strategies.  v. Vice- Chair asked to close the discussion with IS260. vi. CC’s recommendation is to return the IS260 course outline to the initiator.  **IS 280 Introduction to Networking**  i. Lyn mentioned that she sent her comments to the initiator, and the initiator wanted to finish IS260 first. **SS 111 Cultural Anthropology** i. Chuuk representative commented regarding the construction of each assessment strategy, if it is needed to duplicate the student learning outcome (ex SLO 1.1 and 1.2). He also emphasized being consistent in those criteria set by CC before endorsing the course outline: No SLO to assess and need clarification in the evaluation (ex. summative test and passing grade). ii. Vice-Chair shares his observation and thoughts as being a member of the CC. iii. Business administration representative said that the checklist should be properly filled out by the reader teams. iv. Chuuk representative suggestion “not necessarily to repeat what’s in the SLO as long as it is aligned.” v. Education program representative stated the need to have proper communication with the author.  vi. More discussion on SS111. **4. Adjournment**The meeting was adjourned at 2:00PM  |
|  |

|  |  |
| --- | --- |
|

|  |
| --- |
| **Handouts/Documents Referenced:** |

 |
|  |
|  |
| **College Web Site Link:**  |
| **Prepared by:** | ***Sharon Oviedo***  | **Date Distributed:**  | *May 1, 2019* |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes:
 |
| **Submitted by:**  | ***Sharon Oviedo*** | **Date Submitted:** | *May 1, 2019* |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:*** More discussion with SS111
* Return IS260 to the initiator
* CC Chairman to send the self-reflection form to CC members before May 6, 2019
 |