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| **Committee Minutes Reporting Form** | | | | |
| **Committee or Working Group** | | | ***Curriculum Committee*** | |
| **Date:** | | **Time:** | | **Location:** |
| August 26, 2019 | | 1:00PM | | President’s Conference Room |
| |  |  |  |  | | --- | --- | --- | --- | | **Members** |  |  |  | | **Titles/Reps** | **Name** | **Present** | **Absent** | | Chairperson/ National Campus Program Representative | Kasiano Paul | X |  | | Vice-Chairperson / National Campus Program Representative | Mark Kostka | x |  | | Secretary/National Campus Program Representative | Cindy Marie Edwin | X |  | | Chuuk Campus Program Representatives | Lynn Sipenuk | X |  | |  | Alton Higashi | X |  | | CTEC Campus Program Representatives | Gardner Edgar | X |  | |  | Debra Perman | X |  | |  | Alan Alosima |  | X | | Yap Campus Program Representative | Joy Guarin | X |  | | FMI Campus Program Representative | Tioti Taburea |  | X | | National Campus Program Representatives | Susan Moses | X |  | |  | Robert Spegal |  | X | | Kosrae Campus Program Representative | Sharon Oviedo | X |  | | LRC Representative | Jennifer Helieisar |  | x | | Ex-Officio | Maria Dison |  | X | |  |  |  |  | | | | | |
| **Additional Attendees:** |  | | | |
| A**genda/Major Topics of Discussion:** | | | | |
| **AGENDA**:   1. Welcoming Remarks/Roll Call/Overview of Agenda – Chairperson 2. Approval of Minutes – Secretary/All Members 3. Urgent Matters:    1. Terms of Reference (TOR)    2. Reader Teams    3. Schoology Platform – Use and Rules of Use    4. Policies and procedures for Review by DAP 4. Course Outline for Endorsement 5. Follow-up of Course Outlines 6. New Items 7. Upcoming Agenda Items 8. Miscellaneous 9. Adjournment | | | | |
| **Discussion of Agenda/Information Sharing:**  **1.Welcoming Remarks/Roll Call/Overview of Agenda**  Chair called the meeting to order at 1:00PM and turned the floor over to Secretary to conduct roll call in which 10 members were present, 5 members were absent. Upon completion of roll call, Chair verified quorum and facilitated a brief review of the agenda.   1. **Approval of Minutes**   Approval of minutes for last meeting of the previous academic year were not available.  MOTION: Motion was made by National Campus Rep. Cindy Marie to defer review and vote of previous minutes until next scheduled meeting. Motion was seconded by National Campus Rep. Mark. With no further discussion, motion carried unanimously with 10 votes yes, 0 votes no.   1. **Urgent matters**    1. Terms of Reference (TOR): Discussion ensued regarding changes needed to current TOR, such as to reflect the changes in current committee membership so that it aligns with TOR, and to confirm with DAP the membership of representatives from Marine Science & General Education programs. It was also requested by Chair that each campus email him an updated roster so that the committee roster can be updated and that the final count of membership be reflected in the updated TOR.   MOTION: After discussion of recommended changes to current TOR, a motion was made by Lynn and seconded by Joy to approve current TOR pending the recommended changes and to seek replacement members for vacant slots at a later time. Motion carried unanimously with 10 votes yes, 0 votes no.   * 1. Reader Teams: Chair informed the committee that a new set of reader teams needs to be generated due to changes in membership.   2. Schoology Platform – Use and Rules of Use: Discussion ensued regarding the use of Schoology as a platform for official committee use. Some members stated that they had trouble downloading files from Schoology while others had no problem. For those with difficulty downloading documents, they indicated that downloading documents received via Webmail was fine with no problems. These individuals also stated that using the Discussion function of Schoology was fine. The consensus was to continue using webmail for transmitting documents and Schoology for discussion for a trial period of two months.   MOTION: After discussion, a motion was made by Mark to use Schoology as a platform for committee discussions for a trial period of two months in conjunction to sending committee documents via webmail and uploading to Schoology. However, if using the Schoology platform is not effective, then after the trial period the committee will revert to using webmail only. The motion was seconded by Lynn. The motion carried with 8 votes yes, 1 vote no, and 1 abstain.   * 1. Policies and Procedures for Review by DAP: Chair informed the committee that policies and procedures are posted in the Resources folder for the Curriculum Committee for review. Deadlines will also be added to Schoology for review.  1. **Miscellaneous**   Chair informed the committee of two subcommittees that have been formed under the Curriculum Committee in regards to the Traditional Navigation course and a course substitution request.   1. **Adjournment**   Motion was made by Joy and seconded by Mark to adjourn the meeting. The meeting was adjourned at 1:51PM. | | | | |
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| **College Web Site Link:** | | | | | | | |
| **Prepared by:** | | Cindy M. Edwin | | **Date Distributed:** | | | 9/2/19 |
| **Approval of Minutes Process & Responses:** | | | | | | | |
| * Electronic votes: | | | | | | | |
| **Submitted by:** | | |  | | **Date Submitted:** |  | |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**   * Motion 1: to defer review and vote of previous minutes until next scheduled meeting. * Motion 2: to approve current TOR pending the recommended changes and to seek replacement members for vacant slots at a later time * Motion 3: to use Schoology as a platform for committee discussions for a trial period of two months in conjunction to sending committee documents via webmail and uploading to Schoology. However, if using the Schoology platform is not effective, then after the trial period the committee will revert to using webmail only. | | | | | | |