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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| September 9, 2019 | 1:00PM  | Board Conference Room |
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| **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 |  |
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| **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. Proposed CC Course Outline Process (within CC).
	2. Reader Teams – See Updated Reader Team (proposed by secretary)
	3. Policies and procedures for Review by DAP (Endorsed by October for VPIA’s Action)
		1. BP 3301 Class Size
		2. AP 3202 Instructional Program Review
		3. BP 3203 Course Discontinuation
		4. BP & AP 3204 Program Deletion
		5. BP & AP 3206 Course Outline
4. Course Outline for Endorsement
	1. BU270 – Principles of Marketing
5. Follow-up of Course Outlines
	1. IS280 Intro to Networking
	2. SS111 Cultural Anthropology
	3. VEE223 PC Repair
	4. VSP121 Industrial Safety
	5. SS100 World of Work
	6. IS230 Database Design
	7. IS245 Digital Imaging
	8. BU110 Business Math
	9. MS150 Statistics
	10. SC250 General Botany
	11. SC130 Physical Science
	12. SS/SC115 Ethnobotany
	13. SS120 Geography
	14. SS130 Intro to Sociology
	15. SS125 Geography of the Pacific
	16. AG110 Crop Production
	17. SC098 Survey of Science
6. New Items
7. Upcoming Agenda Items
8. Miscellaneous
9. Adjournment
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| **Discussion of Agenda/Information Sharing:**1. **Welcoming Remarks/Roll Call/Overview of Agenda**

Chair called the meeting to order at 1:05 PM, verified quorum, and facilitated a brief review of the agenda. Quorum was established with the presence of five members from National Campus. Due to unfavorable weather conditions which made telecommunications difficult, members from remaining campuses joined when able to connect via VOIP. 1. **Approval of Minutes**

Secretary informed the committee that changes recommended by Sue had been reflected in the minutes and that no other feedback had been received. MOTION: Motion was made to adopt minutes from 8/26/19 meeting by Chair Kasi and seconded by Vice-Chair Mark. With no further discussion, motion carried unanimously with 5 votes yes, 0 votes no. Minutes were adopted.1. **Urgent matters**
	1. Proposed CC Course Outline Process (within CC): Discussion ensued regarding two areas in the Current Pathway for Revising an Existing Course Outline; 1) DAP is not represented in the current process and 2) Clarification is needed on the role of the IC. AP3206 was referenced in this discussion.

First, the roles of DAP and IC in the current course outline review process are not clear. It was stated that DAP, being the authority over all programs, was not represented in the course outline review process. DAP stated that her role in the process is to support the IC’s and to make herself available to assist with questions from the IC’s when they are reviewing the course outlines. One member stated that if the role of reviewing course outlines does fall on the IC before it comes to the CC, then the IC’s need to be on board with those responsibilities and actually do them so the CC doesn’t spend so much time with “dotting i’s and crossing t’s”. Secondly, the question was raised as to what role the IC played in the process. It was stated that someone needed to be responsible for training faculty on how to write course outlines, including new faculty. Another question raised in regards to the IC’s role was what the term “review” meant in Step 2 of the Current Pathway for Revising an Existing Course Outline. It was also discussed that the flow of course outlines should come from the faculty and go to the IC. One member stated that she was a part of a Reader Team during the last semester and one course outline that was reviewed by her team had not been synced with the division in which it was from. To prevent future problems of this sort, the role of the IC needs to be clearly defined. Another member stated that he had spoken with an IC in which he was told that the IC has no role in reviewing course outlines with a checklist. DAP commented that she meets with IC’s monthly and that it has been discussed with them that they are to review Course Outlines. DAP also stated that the IC’s need to be provided the same checklist that the CC uses so they will be aware with what should be included in a course outline and compare it with what they receive from faculty. If IC’s feel that the checklist has been met, then it should be forwarded to the CC. IC’s have recently been trained on course outlines.Chair stated that the issues discussed are serious and will affect, not only the Curriculum Handbook, but also affect the policies that are to be voted on in today’s meeting. DAP suggested that the CC clarify the term “review” and inform the IC’s of their responsibilities regarding this term. DAP stated that the IC should be able to work with faculty on alignment of SLO’s and other required core items of the course outline, such as formatting, spelling and grammar, etc. DAP stated that her understanding of the role of the CC is to endorse course outlines, not to review for core requirements of course outlines. The proposed internal protocol for the CC was not addressed during the meeting as discussion revolved around the Current Pathway for Revising an Existing Course Outline.MOTION: After much discussion, a motion was made by Sue and seconded by Mark for the IC’s to actively work with course outline authors in each division utilizing the CC Course Outline Checklist to review course outlines prior to submitting to CC in order to get IC’s involved in the course outline review process under the oversight of DAP. Motion carried unanimously with 9 votes yes, 0 votes no.* 1. Reader Teams: A copy of the proposed Reader Teams was reviewed. Due to the need to fill vacant seats, Chair informed the committee that he will work with DAP regarding replacements so that the Reader Teams can be finalized.
	2. Policies and Procedures for Review by DAP: No action. Due to limited time remaining in the meeting, Chair stated that no action would be taken and that the policies will be reviewed at the next meeting.
		1. BP 3301 Class Size – some discussion ensued regarding whether the policy should be deleted, correction of titles of individuals identified in the policy, and the need to include a class size minimum in the policy, since it only states the policy for maximum class size.
		2. AP 3202 Instructional Program Review – No discussion
		3. BP 3203 Course Discontinuation – No discussion
		4. BP & AP 3204 Program Deletion – No discussion
		5. BP & AP 3206 Course Outline – No discussion
1. **Course Outline for Endorsement**
	1. BU270 – Principles of Marketing – Not addressed during the meeting.
2. **Follow-up of Course Outlines** – Not addressed during the meeting.
	1. IS280 Intro to Networking
	2. SS111 Cultural Anthropology
	3. VEE223 PC Repair
	4. VSP121 Industrial Safety
	5. SS100 World of Work
	6. IS230 Database Design
	7. IS245 Digital Imaging
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	13. SS120 Geography
	14. SS130 Intro to Sociology
	15. SS125 Geography of the Pacific
	16. AG110 Crop Production
	17. SC098 Survey of Science
3. **New Items** – Not addressed during the meeting.
4. **Upcoming Agenda Items** – Not addressed during the meeting.
5. **Miscellaneous** – Not addressed during the meeting.
6. **Adjournment**

Chair Kasi adjourned the meeting at 2:02 PM. |

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| **Handouts/Documents Referenced:** |

Course Outline Process Within CC (draft proposed by Chair Kasiano Paul);Curriculum Committee Internal Protocol (draft proposed by Secretary Cindy M. Edwin) |
| AP 3206 Course Outlines – New, Revised, and Discontinued |
| BP 3301 Class Size |
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| **College Web Site Link:**  |
| **Prepared by:** | Cindy M. Edwin | **Date Distributed:**  | 9/10/19 |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes:
 |
| **Submitted by:**  |  | **Date Submitted:** |  |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:*** Motion 1: Meeting minutes for August 26, 2019 were adopted.
* Motion 2: For the IC’s to actively work with course outline authors in each division utilizing the CC Course Outline Checklist to review course outlines prior to submitting to CC in order to get IC’s involved in the course outline review process under the oversight of DAP.
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