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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| September 23, 2019 | 1:00PM  | Board Conference Room |
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| **Members**  |  |  |  |
| **Titles/Reps** | **Name** | **Present** | **Absent** |
| Chairperson/ Liberal Arts Program Representative | Kasiano Paul | X |  |
| Vice-Chairperson / ANRM Program Representative | Mark Kostka |  | X |
| Secretary/ Business Administration/ Computer Information Systems Program Representative | Cindy Marie Edwin  | X |  |
| Chuuk Campus Program Representative (1 of 2) | Lynn Sipenuk  | X |  |
| Chuuk Campus Program Representative (2 of 2) | Alton Higashi  | X |  |
| AAS Technology & Trades Program Representative | Gardner Edgar | X |  |
| HTM, CoA Business Program Representative | Debra Perman | X |  |
| CoA Technology & Trades Program Representative | Alan Alosima | X |  |
| Yap Campus Program Representative  | Joy Guarin  | X |  |
| FMI Campus Program Representative  | Tioti Taburea  |  | X |
| Education Program Representative (1 of 2) | Susan Moses | X |  |
| Education Program Representative (2 of 2) | (vacant) |  |  |
| Public Health/ Nursing Program Representative | Robert Spegal  |  | X |
| Kosrae Campus Program Representative (1 of 2) | Sharon Oviedo | X |  |
| Kosrae Campus Program Representative (2 of 2) | (vacant) |  |  |
| General Education Program Representative | (vacant) |  |  |
| Micronesian Studies Program Representative | (vacant) |  |  |
| Marine Science Program Representative | (vacant) |  |  |
| ACE Representative | (vacant) |  |  |
| LRC Representative  | Jennifer Helieisar  |  | x |
| Ex-Officio (DAP) | Maria Dison | X |  |
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| **Additional Attendees:** | Caroline Kocel, VPIEQA |
| 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. 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
	2. Reader Teams – See Updated Reader Team (proposed by secretary)
	3. Proposed CC Course Outline Process (within CC).
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
	1. Security Short Training Model submitted to VPIA (for information)
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 1:04 PM, verified quorum, and facilitated a brief review of the agenda. Chair informed committee that Caroline Cocel, VPIEQA would be a visiting attendee to the meeting. Chair also clarified that committee membership is based on program representation, not campus representation and will be clarified in the minutes, however, not all programs have representation.1. **Approval of Minutes**

Chair stated that minutes from September 9, 2019 meeting were received but were not distributed. Voting on minutes was deferred to the next scheduled meeting.1. **Urgent matters**

Chair opened the floor to Maria Dison, DAP, for review of policies.* 1. Policies and procedures for Review by DAP (Endorsed by October for VPIA’s Action)
		1. BP 3301 Class Size - Discussion was held at previous (9/9/19) meeting regarding the need to keep BP3301 as a stand alone policy. It was also discussed that the word “maximum” should be removed. Those same comments were acknowledged

MOTION 1: A motion was made by Sue and seconded by Joy to keep BP 3301 as a stand-alone policy and to update titles and to delete the word “maximum” from the policy. With no additional comments or concerns, the motion carried with the following votes, 10 yes, and 0 no.* + 1. AP 3202 Instructional Program Review – During discussion, it was stated that the title on the policy is incorrect and should state, “Instructional” Program Review instead of “Academic” Program Review. Clarification of the timeframe for the four-year degree program was also requested for this policy. DAP stated that she would get clarification for the committee. No action was taken on AP 3202. It was placed on hold for clarification and will be put up for electronic vote upon clarification from DAP.
		2. BP 3203 Course Discontinuation – During discussion it was stated that this policy should remain as a stand-alone policy and should not be deleted.

MOTION 2: A motion was made by Cindy and seconded by Lynn to keep BP 3203 as a stand-alone policy but to incorporate suggested corrections. With no additional comments or concerns, the motion carried with 10 yes votes and 0 votes no.* + 1. BP & AP 3204 Program Deletion – During discussion, it was stated that BP 3204 should remain as a single program policy and not be deleted. There were no suggestions during the discussion for AP 3204.

MOTION 3: A motion was made by Sue and seconded by Cindy to recommend BP 3204 to remain as a single program policy and not to be deleted. With no additional comments or concerns, the motion carried unanimously with 10 votes yes and 0 votes no. MOTION 4: A motion was made by Alton and seconded by Lynn to recommend AP 3204 for approval with suggested corrections. With no additional comments or concerns, the motion carried unanimously with 10 yes votes and 0 no votes. * + 1. BP & AP 3206 Course Outline – During discussion it was noted that one of the reference materials was outdated on BP 3206. It was also discussed that the newly added section on how to discontinue a course could be deleted on AP 3206 since there is a policy for discontinuing courses (BP 3203).

MOTION 5: A motion was made by Debra and seconded by Sue to update reference to 2018 for CC Handbook, accept current suggested changes for BP3206, and to change back the title for AP 3206 to *Course Outlines – New and Revised* and delete the last section “How to Discontinue a Course” because it is covered in a separate policy. With no further discussion, the motion carried unanimously with 9 votes yes and 0 votes no.* 1. Reader Teams – See Updated Reader Team (proposed by secretary) – Chair discussed with the committee that the member list for the committee is incomplete and that some programs do not have representation on the committee.
	2. Proposed CC Course Outline Process (within CC) – Not addressed during the meeting.
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
	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
3. **New Items** – Not addressed during the meeting.
4. **Upcoming Agenda Items** – Not addressed during the meeting.
5. **Miscellaneous** – Not addressed during the meeting.
	1. Security Short Training Model submitted to VPIA (for information)
6. **Adjournment**

Chair Kasi adjourned the meeting at 2:00 PM. |
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| **Handouts/Documents Referenced:** |

CC Meeting Agenda for 9/23/19 |
| BB 3301 Class Size  |
| AP 3202 Instructional Program Review |
| BP 3203 Course Discontinuation |
| BP & AP 3204 Program Deletion |
| BP & AP 3206 Course Outlines |
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| **College Web Site Link:**  |
| **Prepared by:** | Cindy M. Edwin | **Date Distributed:**  | 10/1/19 |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes:
 |
| **Submitted by:**  |  | **Date Submitted:** |  |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:*** Motion 1: To keep BP 3301 as a stand-alone policy, to update titles, and to delete the word “maximum” from the policy.
* AP 3202 was placed on hold for clarification and will be put up for electronic vote upon clarification from DAP.
* Motion 2: To keep BP 3203 as a stand-alone policy but to incorporate suggested corrections.
* Motion 3: To recommend BP 3204 to remain as a single program policy and not to be deleted.
* Motion 4: To recommend AP 3204 for approval with suggested corrections.
* Motion 5: to update reference to 2018 for CC Handbook, accept current suggested changes for BP3206, and to change back the title for AP 3206 to *Course Outlines – New and Revised* and delete the last section “How to Discontinue a Course” because it is covered in a separate policy.
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