|  |
| --- |
| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| November 18, 2019 | 1:00PM  | Board Conference Room |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Members**  |  |  |  |
| **Titles/Reps** | **Name** | **Present** | **Absent** |
| AAS Technology & Trades Program Representative | Gardner Edgar | X |  |
| ACE Representative | (vacant) |  |  |
| ANRM Program Representative | Kyoshi Phillip |  | X |
| Chairperson/ Liberal Arts Program Representative | Kasiano Paul | X |  |
| Chuuk Campus Program Representative (1 of 2) | Lynn Sipenuk  | X |  |
| Chuuk Campus Program Representative (2 of 2) | Alton Higashi  | X |  |
| CoA Technology & Trades Program Representative | Charles Aiseam |  | X |
| Education Program Representative (1 of 2) | Susan Moses | X |  |
| Education Program Representative (2 of 2) | (vacant) |  |  |
| Ex-Officio (DAP) | Maria Dison |  | X |
| FMI Campus Program Representative  | Tioti Taburea  |  | X |
| General Education Program Representative | (vacant) |  |  |
| HTM, CoA Business Program Representative | Debra Perman |  | X |
| Kosrae Campus Program Representative  | Sharon Oviedo |  | X |
| LRC Representative  | Jennifer Helieisar  |  | X |
| Marine Science Program Representative | (vacant) |  |  |
| Micronesian Studies Program Representative | Marvey Elias | X |  |
| Public Health/ Nursing Program Representative | Robert Spegal  | X |  |
| Secretary/Business Administration/ Computer Information Systems Program Representative | Cindy Marie Edwin  | X |  |
| Yap Campus Program Representative  | Joy Guarin  | 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 – October 21st 2019 minutes.
3. Urgent Matters:
	1. Reader Teams – See Updated Rader Team (October 21st Minutes listing is the latest)
	2. Reader Teams and Assigned Course Outlines (see updated reader team assignments –emailed October 29th)
4. Course Outline for Endorsement
	1. VEE223 – PC Repair (for endorsement)
	2. VSP121 – Industrial Safety (for endorsement)
5. New Items:

For information1. Upcoming Agenda Items:
	1. IS280 Intro to Networking – Lynn Sipenuk and Cindy Marie (Tabled by initiator)
	2. VEE223 PC Repair (Need checklist from CTEC A)
	3. VSP121 Industrial Safety (Alton & Tioti)\*double check if course is endorsed or not
	4. BU110 Business Math – (Kasi & Joy)
	5. MS150 Statistics – Alton and Tioti
	6. SC250 General Botany – Maria and Jennifer
	7. SC130 Physical Science – (Gardner and Bebra)
	8. SS/SC115 Ethnobotany-(Charles and Rober)
	9. SS120 Geography – (Kasi & Joy) – (awaiting initiator – SS Division)
	10. SS130 Intro to Sociology (Debra & Gardner)
	11. SS125 Geography of the Pacific (Kasi and Joy) (awaiting initiator – SS Division)
	12. AG110 Crop Production – (Maria D. and Jennifer H.)
	13. SC098 Survey of Science (Marvey and Sharon)
2. Miscellaneous
3. Adjournment
 |
| **Discussion of Agenda/Information Sharing:**1. **Welcoming Remarks/Roll Call/Overview of Agenda – Chairperson**

Chair called the meeting to order, verified quorum, and facilitated a brief review of the agenda. It was stated that the date on the agenda needed to be updated to reflect the 18November 2019 instead of 4 November 2019. It was also stated that items needed to be added to section four of the agenda, Course Outlines for Endorsement. Additions were 4c. BU110 Business Math and 4d. MS150 Statistics.Chair also reminded the committee of its progress to date by listing the various polices and course outlines that have been endorsed by the committee thus far.1. **Approval of Minutes – Secretary/All Members** - October 21, 2019 minutes.

**Motion 1:** A motion was made by Sue and seconded by Joy to adopt meeting minutes dated 10/21/19. With no additional comments or concerns, the motion carried unanimously with 6 yes votes, 1 abstain, and 0 votes no.1. **Urgent Matters:**
	1. Reader Teams – See Updated Reader Team (October 21st Minutes listing is the latest)

Chair informed the committee that due to adjustments and reassignments to the committee, reader team changes had been made. * 1. Reader Teams and Assigned Course Outlines (see updated reader team assignments –emailed October 29th)
1. **Course Outline for Endorsement**
2. VEE223 – PC Repair (for endorsement) – After much discussion, it was decided by the committee to return this CO back to the initiator due to unaligned assessment strategies, spelling checks to ensure the word “lab” is spelled consistently throughout the document, to correct the division of credits hours, and other items noted by the committee.
3. VSP121 – Industrial Safety (for endorsement) – After discussion, it was decided by the committee to return this CO back to the initiator due to misaligned assessment strategies to the CSLOs, review that each specific outcome indicates a measurable behavior that communicates the depth of processing according to Bloom’s Taxonomy, and to update Instructional Costs to “None” instead of being left blank.
4. BU110 – Business Math (added to agenda) – After discussion, it was noted that a couple minor corrections to the Course Description is needed. In second sentence, the word “will” should be removed and an “s” should be added to the word “provide” in the same sentence. No other comments or concerns were addressed.

**Motion 2:** A motion was made by Sue and seconded by Marvey to approve BU/MS 110 Business Mathematic for endorsement, with suggested corrections. Motion carried with 9 yes votes and 0 no votes.1. MS150 Statistics (added to agenda) – After discussion, it was decided by the committee to return this CO back to the initiator due to unaligned assessment strategies. Another item to be reviewed by the initiator is the Evaluation section in which how the final grade is calculated. A statement should be included in the CO indicating summative evaluations.
2. **New Items** – None
3. **Upcoming Agenda Items**:
4. IS280 Intro to Networking – Lynn Sipenuk and Cindy Marie (Tabled by initiator) –

It was suggested for this CO to be removed from the Upcoming Agenda Items list since it was tabled by initiator.1. VEE223 PC Repair (Need checklist from CTEC A)

Point of Clarification - The committee reviewed the CO Checklist and the CC Handbook for verification that each specific SLO must have its own assessment strategy. It was stated that IC’s should be alert in catching this upon their review of CO’s prior to sending to the CC Committee. 1. VSP121 Industrial Safety (Alton & Tioti)\*double check if course is endorsed or not
2. BU110 Business Math – (Kasi & Joy) –

This CO was suggested to be removed from the Upcoming Agenda items since it was approved for endorsement during today’s meeting.1. MS150 Statistics – Alton and Tioti
2. SC250 General Botany – Maria and Jennifer
3. SC130 Physical Science – (Gardner and Bebra)
4. SS/SC115 Ethnobotany-(Charles and Rober)
5. SS120 Geography – (Kasi & Joy) – (awaiting initiator – SS Division)
6. SS130 Intro to Sociology (Debra & Gardner)
7. SS125 Geography of the Pacific (Kasi and Joy) (awaiting initiator – SS Division)
8. AG110 Crop Production – (Maria D. and Jennifer H.)
9. SC098 Survey of Science (Marvey and Sharon)
10. **Miscellaneous**

Chair opened the floor for comments. Sue informed the committee that she and Marvey are working with the initiators for VCT154 Masonry and CA105 Data Analysis course outlines. Chair Kasi stated that he has reviewed SS120 Introduction to Geography and has returned the CO to the initiator.1. **Adjournment** – Chair ruled that meeting was adjourned.
 |

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

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

CC Meeting Agenda for 11/18/19 |
| Meeting Minutes dated 10/21/19 |
| CO for VEE223 PC Repair |
| CO for VSP121 Industrial Safety |
| CO for BU/MS110 Business Mathematics |
| CO for MS150 Statistics |
| Course Outline Checklist |
| Curriculum Handbook - 2018 |
|  |
| **College Web Site Link:**  |
| **Prepared by:** | Cindy M. Edwin | **Date Distributed:**  | 11/26/19 |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes:
 |
| **Submitted by:**  |  | **Date Submitted:** |  |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:*** Motion 1: To adopt meeting minutes 10/21/19.
* Motion 2: To approve BU/MS 110 Business Mathematic for endorsement, with suggested corrections.
* To return CO VEE223 PC Repair to initiator.
* To return CO VSP121 Industrial Safety to initiator.
* To return CO MS150 Statistics to initiator.
* To remove IS280 Intro to Networking from the Upcoming Agenda Items list because it was tabled by initiator.
* Clarified for future committee reviews of CO that each specific learning outcome must have its own assessment strategy.
* To remove CO BU/MS Business Mathematic from the Upcoming Agenda Items list because it was approved during today’s meeting.
 |