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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| December 9, 2019 | 1:00PM  | Board Conference Room |
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| **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 |  |
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| **Additional Attendees:** |  |
| A**genda/Major Topics of Discussion:** |
| **AGENDA**: 1. Welcoming Remarks/Roll Call/Overview of Agenda – Chairperson
	1. Announcement - Tioti Taberua is being replaced by Alvin Sinem
	2. Appreciations – To active reader teams
	3. Encouragement – To other reader teams (I understand that our overloads slows us down and little this semester).
2. Approval of Minutes – Secretary/All Members – 2nd December 2019 minutes.
3. Urgent Matters: (For Endorsement)
	1. AP3309 – Course Syllabus
	2. BP3309 – Course Syllabus
	3. BP3304 – Textbook Adoption
	4. BP3307 – Final Grade Report
4. Course Outline for Endorsement
	1. SS120 – Introduction to Geography (for endorsement)
	2. VCT154 – Introduction to Masonry (for endorsement)
	3. VEE223 – PC Repair (need third party reader)
	4. VSP121 – Industrial Safety (awaiting third party reader from CTEC)
5. New Items:
	1. Alvin Sinem is replacing Tioti (as FMI program rep.)
	2. CA in CE Program assigned to (Alton & Joy)
6. Upcoming Agenda Items:
	1. VEE223 PC Repair (Need third party reader from CTEC)
	2. VSP121 Industrial Safety (Alton & Tioti)\*double check if course is endorsed or not
	3. SC250 General Botany – (Maria and Jennifer)
	4. SC130 Physical Science – (Gardner and Debra)
	5. SS/SC115 Ethnobotany-(Charles and Robert)
	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. CA in Carpentry and Electricity (CE) (assigned to Alton and Joy)
7. Miscellaneous
8. Adjournment
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| **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. Chair announced that Alvin Sinem will be replacing Tioti Taberua as the FMI Campus Program Representative on the committee. Chair expressed his thanks for active reader teams and offered words of encouragement for those that have not been so active.1. **Approval of Minutes – Secretary/All Members** - December 2, 2019

Secretary stated that minutes for the meeting dated December 2, 2019 are not available. Chair postponed voting on minutes until the next scheduled meeting in January.1. **Urgent Matters: (For Endorsement)**
	1. AP3309 – Course Syllabus

During discussion, it was suggested to include the words “approved and published” in the first sentence of the administrative procedure between the words “the” and course outline” for clarification. It was also suggested to remove the phrase “organized by days or weeks” from the 8th bullet point. * 1. BP3309 – Course Syllabus

During discussion, it was mentioned that there should be a procedure for ensuring students receive a copy of the syllabus on the first day of class, such as a sign-up sheet for verification of receipt of the syllabi by students. Other members stated that there was no need for the sign-up sheets and that perhaps the syllabi could be posted in Schoology. Another member stated that perhaps the policy should be reworded to include receipt of syllabi for students after the add/drop period. Another member also stated that the first sentence of the policy needed clarification due to the fact that syllabi may at times be approved but not yet published on the college website. DAP responded that the term approved referred to approval of the CC Committee and shared with relevant others. For clarification it was suggested add the words “and published” to the end of the first sentence between the words “approved” and “course outline”.After much discussion, the Chair closed discussion and opened the floor for a vote on AP3309 and BP3309. Chair opened voting to approve the proposed changes:* AP3309 - Add “approved and published” to the first sentence, and
* BP3309 - Add “and published” to the first sentence; eliminate the phrase “organized by days or weeks” from the eighth bullet.

**Proposed changes to AP3309 and BP3309 were approved by a vote of 10 votes yes, 0 votes no**.* 1. BP3304 – Textbook Adoption

During discussion, it was suggested to add “(s)” to the word “textbook” in the first sentence. This change will cover courses that require multiple texts.It was also suggested in section A to clarify who creates the review team by beginning section A with “VPIA will create”. In the same sentence “instructor” should be replaced with “instructional”. No further discussion ensued. With no further discussion, Chair opened voting to approve AP3304 with the suggested changes as stated. **Proposed changes to BP3304 were approved by a vote of 8 votes yes, 1 vote no.** * 1. BP3307 – Final Grade Report

During discussion, it was suggested that BP3307 be maintained as a stand alone policy and should not be deleted. No further discussion ensued.With no further discussion, Chair opened voting to approve to maintain BP3307 as a stand alone policy.**BP3307 was approved to remain as a stand alone policy by 9 yes votes, 0 votes no.** 1. **Course Outline for Endorsement:** Not addressed during meeting.
2. SS120 – Introduction to Geography (for endorsement)
3. VCT154 – Introduction to Masonry (for endorsement)
4. VEE223 – PC Repair (need third party reader)
5. VSP121 – Industrial Safety (awaiting third party reader from CTEC)
6. **New Items:** Not addressed during meeting.
7. Alvin Sinem is replacing Tioti (as FMI program rep.)
8. CA in CE Program assigned to (Alton & Joy)
9. **Upcoming Agenda Items**: Not addressed during meeting.
10. VEE223 PC Repair (Need third party reader from CTEC)
11. VSP121 Industrial Safety (Alton & Tioti)\*double check if course is endorsed or not
12. SC250 General Botany – (Maria and Jennifer)
13. SC130 Physical Science – (Gardner and Debra)
14. SS/SC115 Ethnobotany-(Charles and Robert)
15. SS130 Intro to Sociology (Debra & Gardner)
16. SS125 Geography of the Pacific (Kasi and Joy) (awaiting initiator – SS Division)
17. AG110 Crop Production – (Maria D. and Jennifer H.)
18. SC098 Survey of Science (Marvey and Sharon)
19. CA in Carpentry and Electricity (CE) (assigned to Alton and Joy)
20. **Miscellaneous:** Not addressed during meeting.
21. **Adjournment** – Chair stated that items not addressed during the meeting would be picked up at the next scheduled meeting in January. Chair ruled that the meeting was adjourned.
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| **Handouts/Documents Referenced:** |

CC Meeting Agenda for 12/9/19 |
| AP3309 Course Syllabus |
| BP3309 Course Syllabus |
| BP3304 Textbook Adoption |
| BP3307 Final Grade Report |
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| **College Web Site Link:**  |
| **Prepared by:** | Cindy M. Edwin | **Date Distributed:**  | 1/23/2020 |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes:
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| **Submitted by:**  |  | **Date Submitted:** |  |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:*** Postponed voting on Minutes dated 12/2/19 until the next scheduled meeting in January 2020.
* Proposed changes to AP3309 and BP3309 were approved by a vote of 10 votes yes, 0 votes no.
* Proposed changes to BP3304 were approved by a vote of 8 votes yes, 1 vote no.
* BP3307 was approved to remain as a stand alone policy by 9 yes votes, 0 votes no.
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