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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| January 27, 2020 | 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 |  |  |  |
| 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  | Alvin Sinem  |  | 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:** | \*Debra’s absence is excused due to bereavement. |
| A**genda/Major Topics of Discussion:** |
| **AGENDA**: 1. Welcoming Remarks/Roll Call/Overview of Agenda – Chairperson
	1. Gratitude – For Past Year Accomplishments
	2. Appreciations – Of CC Reader-Teams’ Efforts
2. Approval of Minutes – Secretary/All Members – 9 December 2019 minutes.
3. Urgent Matters: (from VPIA /DAP/EC/IC)
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: (Reminders)
	1. Alvin Sinem is replacing Tioti (as FMI program rep.)
	2. CA in CE Program assigned to (Alton & Joy)
6. Upcoming Agenda Items:
	1. SC250 General Botany – (Maria and Jennifer)
	2. SC130 Physical Science – (Gardner and Bebra)
	3. SS/SC115 Ethnobotany-(Charles and Robert)
	4. SS130 Intro to Sociology (Debra & Gardner)
	5. SS125 Geography of the Pacific (Kasi and Joy) (awaiting initiator – SS Division)
	6. AG110 Crop Production – (Maria D. and Jennifer H.)
	7. SC098 Survey of Science (Marvey and Sharon)
	8. 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 his gratitude for the accomplishments of the past year. Chair expressed his continued thanks for reader teams.1. **Approval of Minutes – Secretary/All Members** - December 2, 2019; December 9, 2019

Secretary stated that minutes had been distributed and suggested corrections have been noted.Motion 1: Sue motioned that minutes for meeting dated December 2, 2019 be approved. The motion was seconded by Marvey. With no further discussion, minutes were approved unanimously.Motion 2: Joy motioned that minutes for meeting dated December 9, 2010 be approved pending that spelling errors are corrected. The motion was seconded by Sharon. With no further discussion, minutes were approved unanimously.1. **Urgent Matters: (from VPIA /DAP/EC/IC)**
	1. Update of approved course outlines on Wiki

Chair stated that CC Officers work to update Wiki with approved course outlines.1. **Course Outline for Endorsement**
	1. SS120 – Introduction to Geography (for endorsement)

During discussion, it was stated that the course outline for SS120 needed to be reviewed again due to misalignment of ISLOs, wording of specific outcomes, uniform punctuation, and updating the required textbook. With work still needed on this course outline, the committee agreed to return the course outline to the initiator.Motion 3: A motion was made by Sue and seconded by Cindy to return the SS220 course outline back to the initiator and reader team. With no further discussion, the motion carried unanimously.* 1. VCT154 – Introduction to Masonry (for endorsement)

Motion 4: A motion was made by Sue and seconded by Cindy to approve the VCT154 course outline pending the addition of an \* to indicate the ISLO to be assessed. With no further discussion, the VCT154 course outline was approved with a vote of 9 yes votes, and 0 votes no.* 1. VEE223 – PC Repair (need third party reader)
	2. VSP121 – Industrial Safety (awaiting third party reader from CTEC)

Chair noted a request by Gardner that course outlines VEE223 and VSP121 be made a priority for review because of the time sensitivity to course material updates and that he would like clarification for VEE223 on how to move forward.1. **New Items: (Reminders)**
2. Alvin Sinem is replacing Tioti (as FMI program rep.)
3. CA in CE Program assigned to (Alton & Joy)
4. **Upcoming Agenda Items:**
5. SC250 General Botany – (Maria and Jennifer)
6. SC130 Physical Science – (Gardner and Debra)
7. SS/SC115 Ethnobotany-(Charles and Robert)
8. SS130 Intro to Sociology (Debra & Gardner)
9. SS125 Geography of the Pacific (Kasi and Joy) (awaiting initiator – SS Division)
10. AG110 Crop Production – (Maria D. and Jennifer H.)
11. SC098 Survey of Science (Marvey and Sharon)
12. CA in Construction Electricity (CE) (assigned to Alton and Joy)

It was noted that Debra’s name was misspelled in 6b. It was also noted in 6h that “Carpentry and” should be replaced with “Construction” as the correct title of the course is Construction Electricity. No other action taken regarding section six of the agenda.1. **Miscellaneous -** None
2. **Adjournment**

Motion 5: A motion was made by Alton and seconded by Joy to adjourn the meeting. Chair ruled that meeting was adjourned. |
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| **Handouts/Documents Referenced:** |

CC Meeting Agenda for 1/27/20 |
| Meeting Minutes dated December 2, 2019 |
| Meeting Minutes dated December 9, 2019 |
| SS120 – Introduction to Geography Course Outline |
| VCT154 – Introduction to Masonry Course Outline |
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| **College Web Site Link:**  |
| **Prepared by:** | Cindy M. Edwin | **Date Distributed:**  | 2/3/2020 |
| **Approval of Minutes Process & Responses:**  |
| * Electronic votes:
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| **Submitted by:**  |  | **Date Submitted:** |  |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:*** Motion 1: Approval of minutes dated December 2, 2019.
* Motion 2: Approval of minutes dated December 9, 2019.
* Motion 3: To return the SS220 course outline back to the initiator and reader team for further review.
* Motion 4: To approve the VCT154 course outline pending the addition of an \* to indicate the ISLO to be assessed.
* Motion 5: To adjourn the meeting.
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