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| **Committee Minutes Reporting Form** |
| **Committee or Working Group** | ***Curriculum Committee*** |
| **Date:**  | **Time:**  | **Location:**  |
| March 9, 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 | (vacant) |  |  |
| 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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| \*Absence due to personal matter |

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| **Additional Attendees:** | Cirilo Recana, Romino Victor, Denise Oen – Presenting program modification request for Certificate of Achievement in Construction Electricity |
| A**genda/Major Topics of Discussion:** |
| **AGENDA**: 1. Welcoming Remarks/Roll Call/Overview of Agenda – Chairperson
2. Approval of Minutes – Secretary/All Members – 10th February2020 minutes.
3. Urgent Matters: (from VPIA /DAP/EC/IC)

CTEC – BT Electrical 2017 - Program Modification and Alignment1. Course Outline for Endorsement:

SS120 – Introduction to Geography for endorsementBU271 – Business Law for Endorsement1. New Items: (Update)

HTM220 – For discussion to help reader team and initiator:***Substantive Change Manual, page 5 states:*** ***“Certificates integral to existing degrees (Associate of Science, Associate of Arts, or Associate Degrees for Transfer) or new Degrees where less than 50% of the courses are new to the institution. [Distance education programs, if the college has not submitted and received approval on at least one substantive change application.]*** ***1.6 Change in Credit Awarded*** ***Substantial increase or decrease in the number of clock or credit hours awarded for the successful completion of a program  Change from clock hours to credit hours.”***Cindy, I would ask the reason for the additional credit. Is this in line with similar courses at other colleges or is it just to give students time to complete assignments in class. Usually what ACCJC does in these instances is I submit a substantive change inquiry. The next day I should receive a letter from ACCJC stating I don’t need to submit a full proposal since it is only one credit. The main purpose for this is so the college can notify PELL Grant authorities that the program has changed and there is an additional credit. This then allows students to charge these credits to Pell Grant. **My advice to CC is to decide if the additional credit is really needed. CC recommends changes. VPIA approves except in this case, the change has to go to EC then the Board has to approve the additional credit, so I can submit to ACCJC.**1. Upcoming Agenda Items:
	1. SC250 General Botany – (Maria and Jennifer)
	2. SC130 Physical Science – (Gardner and Debra)
	3. SS/SC115 Ethnobotany-(Assigned to Kasi and Joy)
	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)
	9. VEE 223 – Hardware and Software
	10. MS101 – Algebra & Trig (Assigned to Cindy and Lynn)
2. Miscellaneous

CC’s Actions on recent AP’s and BP’s (for information) – See forwarded response from VPIA.1. 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 informed the committee of the reason the last scheduled committee was canceled (scheduling conflict of venue).1. **Approval of Minutes – Secretary/All Members** - 10th February 2020 minutes.

Secretary reported minutes had been distributed and no changes to report.Motion 1: Sue motioned for minutes for meeting dated February 10, 2020 be approved. The motion was seconded by Sharon. With no further discussion, minutes were approved with 7 votes yes, 0 votes no.1. **Urgent Matters: (from VPIA /DAP/EC/IC)**

CTEC – BT Electrical 2017 - Program Modification and AlignmentChair introduced visitors to the meeting, initiators of the program modification for the Certificate of Achievement in Construction Electricity, Cirilo Recana, Romino Victor, and faculty support, ISLET Director, Denise Oen. A presentation on the prospective program modifications and justifications were presented. A short question and answer session was provided. Questions pertained to costs and long term continuity of the program once grant funding expires. Other questions pertained to the time sensitivity of approving the modification. It was stated that the program modification was overlooked and discussion regarding failures of internal processes occurred and that the committee needs to develop methods to prevent future occurrences of this type.Motion 2: Sue motioned to approve the Certificate of Achievement in Construction Electricity program modification. The motion was seconded by Cindy. With no further discussions or questions, the motion carried with 9 votes yes, 0 votes not, and 1 vote to abstain. 1. **Course Outline for Endorsement**
	1. SS120 – Introduction to Geography (for endorsement)

During discussion, it was noted that SS120 course outline had two minor errors. In CSLO 1.3, the word “describe” should be lowercase and in CSLO 2.4 the word “use” should be written as “used”. Motion 3: Cindy motioned and Alton seconded that SS120 course outline be approved pending suggested corrections. With no further discussions or questions, the motion carried with 10 votes yes, and 0 votes no. * 1. BU271 – Business Law

Motion 4: Sue motioned and Joy seconded to approve BU271 course outline. With no discussions or questions, the motion carried with 10 votes yes, and 0 votes no. * 1. BU260 – Fundamentals of Management

It was noted during discussion that the year of publication for the textbook was missing from the course outline.Motion 5: Sue motioned and Joy seconded to approve BU260 course outline pending suggested correction. With no further discussions or questions, the motion carried with 10 votes yes, 0 votes no. 1. **New Items: (Update)**

 HTM220 – For discussion to help reader team and initiator:***Substantive Change Manual, page 5 states:*** ***“Certificates integral to existing degrees (Associate of Science, Associate of Arts, or Associate Degrees for Transfer) or new Degrees where less than 50% of the courses are new to the institution. [Distance education programs, if the college has not submitted and received approval on at least one substantive change application.]*** ***1.6 Change in Credit Awarded*** ***Substantial increase or decrease in the number of clock or credit hours awarded for the successful completion of a program  Change from clock hours to credit hours.”***Cindy, I would ask the reason for the additional credit. Is this in line with similar courses at other colleges or is it just to give students time to complete assignments in class. Usually what ACCJC does in these instances is I submit a substantive change inquiry. The next day I should receive a letter from ACCJC stating I don’t need to submit a full proposal since it is only one credit. The main purpose for this is so the college can notify PELL Grant authorities that the program has changed and there is an additional credit. This then allows students to charge these credits to Pell Grant. **My advice to CC is to decide if the additional credit is really needed. CC recommends changes. VPIA approves except in this case, the change has to go to EC then the Board has to approve the additional credit, so I can submit to ACCJC.**It was recommended by Debra to table HTM220 course outline because it had not been circulated throughout the division. Chair ruled that HTM220 would be tabled.1. **Upcoming Agenda Items:** Not addressed during the meeting.
2. SC250 General Botany – (Maria and Jennifer)
3. SC130 Physical Science – (Gardner and Debra)
4. SS/SC115 Ethnobotany-(Charles and Robert)
5. SS130 Intro to Sociology (Debra & Gardner)
6. SS125 Geography of the Pacific (Kasi and Joy) (awaiting initiator – SS Division)
7. AG110 Crop Production – (Maria D. and Jennifer H.)
8. SC098 Survey of Science (Marvey and Sharon)
9. CA in Construction Electricity (CE) (assigned to Alton and Joy)
10. VEE223 – Hardware and Software
11. **Miscellaneous –** Maria announce to the committee that the office of VPIA is asking for committee suggestions on possible ways to handle classes in case a positive COVIS19 case occurs on island. Members can email VPIA with their suggestions.
12. **Adjournment**

Chair ruled that the meeting was adjourned at 1:55pm. |

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| **Handouts/Documents Referenced:** |

CC Meeting Agenda for 3/9/20 |
| Meeting Minutes dated February 10, 2020 |
| Certification of Achievement in Construction Electricity Program Modification |
| SS120 – Introduction to Geography Course Outline |
| BU271 – Business Law Course Outline |
| BU260 – Fundamentals of Management Course Outline |
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| **College Web Site Link:**  |
| **Prepared by:** | Cindy M. Edwin | **Date Distributed:**  | 3/10/2020 |
| **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: To adopt minutes dated February 10, 2020
* Motion 2: To approve the Certificate of Achievement in Construction Electricity program modification.
* Motion 3: To approve SS120 course outline pending suggested corrections.
* Motion 4: To approve BU271 course outline.
* Motion 5: To approve BU260 course outline pending suggested correction.
* To table HTM220 course outline for program faculty review.
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