**College of Micronesia–FSM** **Minutes Reporting Form**

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|  **Meeting Group:** |  Curriculum Committee |

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| **Date:**  | **Time:**  | **Location:**  |
| 09/23/20 | 1:00 PM Pohnpei time | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
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| **Activities** | **Deadline** | **Person Responsible** |
| **Review and approval of draft minutes of 9/9/2020**1. Committee adopted meeting minutes dated 9/9/20 pending corrections and updates to CC membership be verified prior to next meeting. With no additional comments or concerns, the motion carried unanimously with 6 votes yes, 0 votes no, and 1 abstain.
2. Remind Chair to clarify membership prior to next meeting.
 | 10/6/20 | AllSecretary |
| Policies and Procedures for ReviewCC will act on the following policies with their associated procedures at the next meeting: BP 3001, 3002, 3101, and 3107. | 10/7/20 | All |
| **Course Outline for Endorsement**1. AC131 and AC220 will be voted on electronically after clarifications are made on the reviews and responses made.
 | 10/7/20 | All |
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| **Members:** |
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| **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** |
| AA Liberal Arts Rep | Kasiano Paul (NC) | [x]  | [ ]  |  |
| CC Programs Rep  | Lynn Sipenuk (CC) | [x]  | *[ ]*  |  |
| LRC Rep | Jennifer Helieisar (NC) | [x]  | [ ]  |  |
| Dean Academic Programs | Maria Dison | [x]  | [ ]  |  |
| AAS Tech & Trade Rep | Gardner Edgar (CTEC) | [x]  | [ ]  |  |
| CTEC HTM/CoA Bus. | Debra Perman (CTEC) | [ ]  | [x]  | Physical therapy |
| CoA Technology & Trades Programs | Xavier Yarofmal (CTEC) | [ ]  | [x]  |  |
| AFT Program Rep | IC Taylor - until vacant position filled (CTEC) | [ ]  | [x]  |  |
| CC Education Rep | Alton Higashi (CC) | [ ]  | [x]  |  |
| KC Programs Rep | Sharon Oviedo (KC) | [x]  | [ ]  |  |
| FMI Programs Rep | Alvin Sinem (FMI) | [ ]  | [x]  |  |
| YC Programs Rep | Joy Guarin (YC) | [x]  | [ ]  |  |
| Education Program | Susan Moses (NC) | [x]  | [ ]  |  |
| NC Health Science Rep  | Robert Spegal (NC) | [ ]  | [x]  |  |
| KC Programs Rep | Annemarie Jameson | [ ]  | [x]  |  |
| Agriculture Natural Resource Management & CoA Ag. & Food Rep | Kiyoshi Phillip (NC) | [ ]  | [x]  |  |
| Micronesian Studies & Trial Counselor Rep | Marvey Elias (NC) | [ ]  | [x]  |  |
| CC Programs Rep  | Ada Anep (CC) | [ ]  | [x]  |  |
| LA/HCOP Rep | Mike Dema | [ ]  | [ ]  |  |
| Marine Science Rep | Peltin Olter-Pelep | [ ]  | [ ]  |  |
| ACE Program Rep | Tendy Liwy (CTEC) | [ ]  | [x]  |  |
| Business Admin / CIS Program Rep | Jean-Pierre Lukusa (NC) | [ ]  | [ ]  |  |
| GenEd | Monica Rivera (NC) | [ ]  | [ ]  |  |

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| **Agenda:**1. **Welcoming Remarks/Overview of Agenda**
2. Presentation by Angelina Tretnoff – Business Division
3. Adoption of 9/9/20 meeting minutes
4. **Urgent matters**
5. Agenda Item by DAP:
6. Policies and Procedures – See emailed zip folder
7. Agenda item by CC Officers:
8. CC Membership updated list – for update – new member from Chuuk Campus Ada Anep.
9. **Course Outline for Approval**
10. AC131 – Awaiting final revision based on cc’s feedback, by Rominger

**Follow up on the following course outlines.****New Items:** **Distance Learning Policy and CC’s Role?****Upcoming Agenda Items:****Miscellaneous****Adjournment** |
| **Agenda/Major Topics of Discussion:**1. **Welcoming Remarks/Roll Call/Overview of Agenda – Chairperson**

Chair called the meeting to order at 1:00 pm, verified quorum, and facilitated a brief overview of the agenda. Chair welcomed Angelina Tretnoff to present the status of the next bachelor's degree write up by the business division.1. Presentation by Angelina Tretnoff – Business Division

In the process of developing the next bachelor’s degree write-up, Ms. Tretnoff conducted a needs survey for both students and stakeholders in all four states using both online and paper surveys. Results showed that 295 students prefer a business degree with 123 students preferred accounting while for the stakeholders, the majority preferred accounting degrees. The committee is requested to provide feedback or recommendations on which direction to take for the bachelor’s degree.Recommendation: Sue recommended that other institutions in the Pacific as well as the South Pacific be looked into to see what they are doing for their bachelor’s degree programs in business. A possible direction for the write up could include a degree in business with emphasis on Accounting. It was also suggested to seek colleagues’ input in the business division systemwide. 1. Review and approval of draft minutes of 9/9/2020

List of members needs to be updated to reflect the latest changes made by VPIEQA. Ex-officio noted that the committee will need to decide on whether to assign one or two representatives for the HCOP/Liberal Arts programs.MOTION 1: A motion was made by Lynn and seconded by Joy to adopt meeting minutes dated 9/9/20 pending corrections and updates to CC membership be verified prior to next meeting. With no additional comments or concerns, the motion carried unanimously with 6 votes yes, 0 votes no, and 1 abstain.Secretary is tasked to remind Chair to clarify membership prior to next meeting.1. **Urgent matters**
2. **Governance Policy page 3 and 4 from VPIEQA**

Chair shared that he had just received the above document and had not had time to send to members for their review so the item will be tabled for the next meeting.1. **Agenda Item by DAP: Policies and Procedures for Review**

Seven policies, three of which included administrative procedures, were received by the committee to review. Chair opened the discussion with having the DAP Maria Dison giving an overview of the committee’s task in reviewing the policies and procedures. Members’ discussion evolved around clarification on the number of work sessions for summer per BP 3002 and with double sessions in the summer per BP 3003. A question was raised whether the committee can have a more proactive role in the review of policies and procedures when there is a need for improvement instead of the usual review and recommend for approval process. A recommendation was made for Chair to come up with a schedule to review and act on select policies and procedures per meeting.Chair informed the Committee that for the next meeting, BP 3001, 3002, 3101, and 3107 will be prioritized for members to act on.DAP Dison shared the following: CO EN120b was approved and was posted on the college website on 9/21/20 and sent to ICs to share with relevant faculty. For those already teaching the class, the approved course outline will be in effect next semester.The college will continue with online courses in Spring 2021.A plan to revive campus wide meetings is tentatively scheduled for last Wednesdays of the month from 1pm to 2pm with the first one to be held on September 30th. The meeting will be conducted online via Zoom.1. **Agenda item by CC Officers:**

CC Membership updated list – for update – new member from Chuuk Campus Ada Anep.Chair will work with officers to confirm membership on the committee.1. **Course Outline for Endorsement**
2. AC131 – Awaiting final revision based on cc’s feedback, by Rominger

Chair shared that some reviews were made on AC131 and AC220 and forwarded to members for their review. Chair shared that communication on these course outlines will need to be clarified before the committee votes on them electronically in the next week or so.Vice Chair also noted that the PSLOs cannot be located in the Course Modification Request Form. 1. Follow-up on Course Outlines

Sue Moses - A Course Modification Form was sent from Education at the beginning of summer or late spring regarding the minimum grade of C in all the Education courses. As of the date of this meeting, there is no status and Sue requests that it be placed on the agenda for the next meeting. The form will be sent to CC members for their review prior to the next meeting.DAP requested that six course outlines submitted by IC Taylor for CTEC’s Certificate of Achievement in Construction and Electricity in April 2019 be acted on by the Committee. The program modifications with the courses had been approved, but the course outlines have yet to be acted on.Chair informed CC members to be on the lookout for those course outlines to be reviewed by assigned Reader Teams.1. **New Items**
2. Distance Learning Policy and CC’s Role

Chair opened the discussion with a question on what the committee’s role on the Distance Learning Policy is.Vice Chair stated that based on VPIEQA’s training of officers meeting, participants were reminded that if the college continues to offer or teach courses online then changes will have to be made to course outlines and the Committee will review and endorse them. The course outlines will be revised to reflect online courses.Sue Moses shared that VPIA asked her to look at the substantive change report, and with the understanding that the college will continue to offer some programs online even when and if things return to normal, she recommends careful planning for two areas, 1) how to improve delivery of instruction in spring given the pandemic, 2) which programs to offer online or both and what policies need to be in place to allow that to become part of the college’s regular program offerings. She also cautioned that there is no need to redo course outlines, but to include an area under *Mode of Instruction* as shared by Alton at the last meeting. The challenge for the college will be how to be creative with teaching online and developing policies for teaching online.1. **Upcoming Agenda Items**:
2. **Miscellaneous**
3. **Adjournment** –

It was moved by Gardner and seconded by Joy for the meeting to adjourn. Chair ruled that meeting was adjourned at 2:04 p.m. |
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| **Comments/Upcoming Meeting Date & Time/Etc.:**  |
| October 7, 2020 at 1PM via Zoom. |

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| **Handouts/Documents Referenced:**  |
| 1. 2020 September 23 – CC Agenda
2. 2020 September 09 - CC Minutes FALL 1st meeting (draft)
3. Participatory Governance - Executive Summary
4. AC 131 Course Modification Request Form Post-Review #2
5. Responses to AC 131 course outline CC review
6. AC 220 - Course Outline Post-Review #2
7. AC 220 Course Modification Request Form Post-Review #2
8. Response to AC 220 CC review
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| **College Web Site Link:** |
| http://www.comfsm.fm/ |

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| **Prepared by:** | J. Helieisar | **Date Distributed:** | 10/02/20 |

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| **Approval of Minutes Process & Responses:** |
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| **Action by President:** |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |