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

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

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| **Date:** | **Time:** | **Location:** |
| 10/07/20 | 1:00 PM Pohnpei time | Zoom  Meeting ID: 965 8818 8807  Passcode: 316891 |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| |  |  |  | | --- | --- | --- | | **Activities** | **Deadline** | **Person Responsible** | | MOTION 1: A motion was made by Jennifer and seconded by Sharon to adopt meeting minutes dated 9/9/20. With no additional comments or concerns, the motion carried unanimously with 16 votes yes, and 0 votes no. |  |  | | MOTION 2: A motion was made by Joy and seconded by Sharon that Urgent Item A, 1-3 (Governance Review) be tabled for next meeting. With no additional comments or concerns, the motion carried unanimously with 16 votes yes, and 0 votes no. |  |  | | MOTION 3: A motion was made by Sue and seconded by Lynn to recommend for approval BP3107 (Academic Honors) which deals with adding categories to the honors for Baccalaureate students. With no additional discussions, the motion carried by 16 votes yes, and 0 votes no. |  |  | | MOTION 4: A motion was made by Alton and seconded by Jean Pierre to recommend to approve all the other four policies and administrative procedures for adoption. With no additional discussions, the motion carried by 16 votes yes, and 0 votes no. |  |  | |

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| **Members:** |
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| **Agenda:**   1. **Welcoming Remarks/Overview of Agenda** 2. **Review and Approval of Minutes** 3. 9th September 2020 Minutes *(review prior to meeting)* 4. 23rd September 2020 Minutes *(CC meeting recording available electronically)* 5. **Urgent matters** 6. Agenda item by **VPIEQA**: (*See attached Shared Governance – Executive review*) 7. Include TOR review on first committee meeting’s agenda – for review and action    1. *Membership Listing – links to - CC processes* 8. Look at the summary of recommendations (p3-4) of the [Governance Review](https://docs.google.com/document/d/1rfYc6kkKvyE4YSCR-Q_xrfH36CsP0VFg/edit) – are there any action points specifically for your committee? 9. Look at the results in your committee spotlight in chapter 4 of the [Governance Review](https://docs.google.com/document/d/1rfYc6kkKvyE4YSCR-Q_xrfH36CsP0VFg/edit). Considering these results, does your committee:   a) need to take any actions to improve  b) have any comments to add to the document?  c) discuss and share any additions with VPIEQA   1. Agenda Item by **DAP:** 2. Policies and Procedures – *See emailed zip folder*    1. AP3001 – Catalog Limitations    2. AP3002 – Academic Calendar Guidelines    3. BP3001 – Catalog Limitations    4. BP3002 - Academic Year    5. BP3107 – Academic Honors 3. Agenda item by **ICs desks:** 4. Chuuk IC desk: 5. CTEC IC desk: CE102; CE103; CE104; CE110; CE111; CE112; CE121 6. Kosrae IC desk: 7. Yap IC desk: 8. FMI IC desk: 9. Agenda item by Officers/Chair: 10. CC members Listing – 11. CC campus and program representation on CC– 12. Agenda item by CC Members: 13. Course Modification request on behalf of the Education faculty - Sue 14. **Course Outline for Endorsement**   AC131 – For Endorsement based on suggestions from CC latest review (to be voted on electronically).  AC220 – For endorsement based on suggestion from CC members and responses from initiator.   1. **Follow up on the following course outlines.** 2. CE102 –Electrical Drawing & Sketching(Assigned Team) 3. CE103 – Basic Electricity I 4. CE104 – Basic Electricity II 5. CE110 – Workshop Practices 6. CE111 - Electrical Wiring I 7. CE112 –Electrical Wiring II 8. CE121 – Workplace Health & Safety 9. **New Items:** 10. **Upcoming Agenda Items:** 11. **Miscellaneous** 12. **Adjournment** |
| **Agenda/Major Topics of Discussion:**  **I. Welcoming Remarks/Overview of Agenda**  Chair called the meeting to order at 1:00 pm, verified quorum, and facilitated a brief overview of the agenda. Committee adopted the agenda as is. Chair welcomed additional attendee Rominger James for clarifications needed on course outline AC131 and AC220.  **II. Review and Approval of Minutes**  A. 9th September 2020 Minutes *(review prior to meeting)*  The latest revision of the 9/9/20 minutes was sent out to members with updates on memberships and suggested changes proposed by VPIEQA.  MOTION 1: A motion was made by Jennifer and seconded by Sharon to adopt meeting minutes dated 9/9/20. With no additional comments or concerns, the motion carried unanimously with 16 votes yes, and 0 votes no.  B. 23rd September 2020 Minutes *(CC meeting recording available electronically)*  One change was suggested for section III. Course Outlines for Endorsement part A, first sentence to change *reviews to revisions.* Other comments were to be emailed to secretary to include in the draft minutes. Committee agreed to vote electronically on the minutes pending changes to be made.  **III. Urgent matters**  A. Agenda item by **VPIEQA**: (*See attached Shared Governance – Executive review*)  1. Include TOR review on first committee meeting’s agenda – for review and action  *a. Membership Listing – links to - CC processes*  Membership listing for CC is updated and does not require further action.  2. Look at the summary of recommendations (p3-4) of the [Governance Review](https://docs.google.com/document/d/1rfYc6kkKvyE4YSCR-Q_xrfH36CsP0VFg/edit) – are there any action points specifically for your committee?  3. Look at the results in your committee spotlight in chapter 4 of the [Governance Review](https://docs.google.com/document/d/1rfYc6kkKvyE4YSCR-Q_xrfH36CsP0VFg/edit). Considering these results, does your committee:  a) need to take any actions to improve  b) have any comments to add to the document  c) discuss and share any additions with VPIEQA  DAP Dison shared with the committee that per the committee’s last evaluation, the committee made recommendations for improvement. One area of improvement was to do as much committee work online instead of face to face. An action plan might be to review documents prior to meeting and discussions held via email and act on agenda items during meetings.  Vice Chair pointed out that the committee also needs to update its TOR which was last updated in 2018. Chair requests that the above item be tabled for next meeting so all members have ample time to review the sections for CC in the Governance Review and review the TOR.  MOTION 2: A motion was made by Joy and seconded by Sharon that Urgent Item A, 1-3 be tabled for next meeting. With no additional comments or concerns, the motion carried unanimously with 16votes yes, and 0 votes no.  B. Agenda Item by **DAP:**  Policies and Procedures – *See emailed zip folder*   * 1. AP3001 – Catalog Limitations   2. AP3002 – Academic Calendar Guidelines   3. BP3001 – Catalog Limitations   4. BP3002 - Academic Year   5. BP3107 – Academic Honors   Clarification was made on the committee’s role on board policies and procedures sent from VPIA and that is to review and then recommend for approval.  Chair will be sending pertinent CC documents to new committee members such as the Curriculum Handbook, Checklist, the TOR, and others.  MOTION 3: A motion was made by Sue and seconded by Lynn to recommend for approval BP3107 (Academic Honors) which deals with adding categories to the honors for Baccalaureate students. With no additional discussions, the motion carried by 16 votes yes, and 0 votes no.  MOTION 4: A motion was made by Alton and seconded by Jean Pierre to recommend to approve all the other four policies and administrative procedures for adoption. A question was raised on BP3002 (Academic Year) whether the summer session is eight weeks or six weeks and it was clarified that summer sessions can be compressed to shorter weeks to meet the needs of the students. With no additional discussions, the motion carried by 16 votes yes, and 0 votes no.  C. Agenda item by **ICs desks:**  CTEC IC desk: CE102; CE103; CE104; CE110; CE111; CE112; CE121  The program modification request was approved in 2015. CC’s role is to update the course outlines for the program and reader teams have been assigned to work with the initiators of those course outlines.  Some of the above course outlines have been assigned reader teams and initiators should expect comments from the readers for any suggested changes.  D. Agenda item by Officers/Chair:  CC members Listing –  CC campus and program representation on CC–  E. Agenda item by CC Members:  Course Modification request on behalf of the Education faculty - Sue  **IV. Course Outline for Endorsement**   1. AC131 – For endorsement based on suggestions from CC latest review (to be voted on electronically). 2. AC220 – For endorsement based on suggestion from CC members and responses from initiator.   Rominger James was invited to discuss with the committee on comments made on AC131 and AC22 course outlines. Alton noted that the Program Learning Outcomes were not stated in measurable form. After comparing the course outlines with what was in the catalog, Sue suggested that Rominger change the course outlines back to the way they were stated in the catalog.  **V. Follow up on the following course outlines**   1. CE102 –Electrical Drawing & Sketching(Assigned Team) 2. CE103 – Basic Electricity I 3. CE104 – Basic Electricity II 4. CE110 – Workshop Practices 5. CE111 - Electrical Wiring I 6. CE112 –Electrical Wiring II 7. CE121 – Workplace Health & Safety   **VI. New Items:**  **VII. Upcoming Agenda Items:**  **VIII. Miscellaneous**  **IX. Adjournment**  Meeting adjourned at 2:11pm |

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| **Comments/Upcoming Meeting Date & Time/Etc.:** |
| October 21, 2020 at 1PM via Zoom. |

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| **Handouts/Documents Referenced:** |
| 1. 2020 October 7th - CC Meeting Agenda 2. 2020 September 09 - CC Minutes FALL 1st meeting (draft) 3. 2020 September 23rdn - CC\_Minutes\_draft 4. AC131 - Course Outline Post-Review Final 5. AC220 - Course Outline Post-Review Final 6. AP3001 Catalog Limitations 7. AP3002 Academic Calendar Guidelines 8. BP3001 Catalog Limitations 9. BP3002 Academic Year 10. BP3107 Academic Honors 11. [Governance Review](https://docs.google.com/document/d/1rfYc6kkKvyE4YSCR-Q_xrfH36CsP0VFg/edit) |

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| **College Web Site Link:** |
| http://www.comfsm.fm/ |

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| **Prepared by:** | J. Helieisar | **Date Distributed:** | 10/19/20 |

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