

College of Micronesia–FSM Minutes Reporting Form

Meeting Group:	Curriculum Committee
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Date:	Time:	Location:
11/18/2020	1:00 PM Pohnpei time	Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:		
Activities	Deadline	Person Responsible
<p>MOTION 1: Joy moved and seconded by Alton to adopt the revised agenda. Motion passed unanimously.</p> <p>Chair requested that Under <i>New Items</i>, insert Schoology for discussion and under <i>Urgent Matters</i>, insert the most recent revision of CC’s TOR for voting.</p>		
<p>MOTION 2: Chair Kasi moved for the committee to endorse AC220 and AC250. Sue suggested a removal of the double period. With no additional comments or concerns, the motion carried unanimously with 20 votes yes, and 0 votes no.</p>		
<p>MOTION 3: Joy moved and seconded by Lukusa to endorse CE104 for endorsement. The motion carried with 18 votes yes, 1 votes no, and 1 abstain.</p> <p>Comments are detailed below.</p>		
<p>MOTION 4: Chair moved that the committee to adopt TOR reflecting current membership. With no further discussion, the committee voted unanimously to adopt the most recent TOR.</p>		
<p>MOTION 5: Alton moved and seconded by Jean-Pierre that the committee request VPIA office to set up an official task force called Learning Management System task force and membership to include concerned individuals such as IT, faculty, FSS, CC, and ICs.</p> <p>Chair stated that he will write a recommendation memo to VPIA thru Ex Officio for inquiries into this matter.</p>		
<p>Chair will work with ex-officio to communicate intention of CC to ICs to check the grammar and format before passing on to Chair to distribute to reader teams with the timeline of two weeks.</p>		

Members:

Titles/Representative	Name	Present	Absent	Remarks
AA Liberal Arts Program Rep	Kasiano Paul (NC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CC Programs Rep	Lynn Sipenuk (CC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
LRC Rep	Jennifer Helieisar (NC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dean Academic Programs	Maria Dison (NC) <i>Ex-Officio</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
AAS Tech & Trade Program Rep	Gardner Edgar (CTEC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CTEC HTM/CoA Bus. Program Rep	Debra Perman (CTEC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CoA Technology & Trades Program Rep	Xavier Yarofmal (CTEC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
AFT Program Rep	IC Taylor - until vacant position filled (CTEC)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CC Education Rep	Alton Higashi (CC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
KC Programs Rep	Sharon Oviedo (KC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FMI Programs Rep	Alvin Sinem (FMI)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
YC Programs Rep	Joy Guarin (YC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Education Program Rep	Susan Moses (NC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
NC Health Science Rep	Robert Spegal (NC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
KC Programs Rep	Annemarie Jameson (KC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agriculture Natural Resource Management & CoA Ag. & Food Rep	Kiyoshi Phillip (NC)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Micronesian Studies & Trial Counselor Rep	Marvey Elias (NC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CC Programs Rep	Ada Anep (CC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
LA/H COP Program Rep	Donald Buden (NC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	With Kasi
Marine Science Program Rep	Peltin Olter-Pelep (NC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACE Program Rep	Tendy Liwy (CTEC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CIS Program Rep	Jean-Pierre Lukusa (NC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
GenEd Program Rep	Monica Rivera (NC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Business Admin Program Rep	Marlene Mangonon (NC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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Agenda:

I. Overview of Agenda

Review of Agenda & Adoption of Agenda (*with changes if any*)

II. Review and Approval of Minutes

A. October 21, 2020

B. November 04, 2020 (for adoption)

III. Urgent matters (for voting)

A. CE104 – Basic Electricity II

B. CE110 – Workshop Practices

C. CE121 – Workplace Health and Safety

D. AC220 - Accounting II (for voting)

E. AC250 - Managerial Accounting

F. TOR most recent copy – 11-06-2020 – for voting

IV. Course Outline for Endorsement

V. Follow up on the following course outlines. – (See Attached Excel Sheet for Update)

1. CE102 –Electrical Drawing & Sketching

2. CE103 – Basic Electricity I

3. CE111 - Electrical Wiring I

4. CE112 –Electrical Wiring II

5. ESL089 – Reading V

6. ESL099 – Writing V

7. EN123 – Technical Communication

VI. New Items:

Schoolology – Alton H.

VII. Updates:

1. Update by **DAP's desk:**

2. Update by **ICs desks:**

3. Update by **Officers/Chair:**

4. Agenda item by **CC Members:**

VIII. Upcoming Agenda Items:

IX. Miscellaneous

X. Adjournment – 2:10pm

Agenda/Major Topics of Discussion:

I. Overview of Agenda

Review of Agenda & Adoption of Agenda (*with changes if any*)

Chair called the meeting to order at 1:00 pm, verified quorum, and facilitated a brief overview of the agenda. Chair requested that Under *New Items*, insert Schoolology for discussion and under *Urgent Matters*, insert the most recent revision of CC's TOR for voting.

MOTION 1: Joy moved and seconded by Alton to adopt the revised agenda. Motion passed unanimously.

II. Review and Approval of Minutes

A. October 21, 2020

Chair opened the floor for any revisions to the minutes. With no other comments, Joy moved and seconded by Sharon to adopt the minutes of 10/21/2020 meeting. With no further discussion, members voted unanimously to adopt the minutes.

III. Urgent matters (for voting)

A. CE104 – Basic Electricity II

Alton noted some errors were in CE104. ISLO #4 was checked but ISLO #5 was not included in the CSLOs. It was recommended that CC endorse CE104 and technical errors be addressed by Maria's office. Joy also noted that the horizontal lines need to be removed for CSLO 4.2-4.5 and CSLO 5.2-5.5 to be consistent with the format shown in CSLOs 1 to 3. Sue noted that the assessment strategies were too prescriptive with the statements of "10-point rubrics". Jean-Pierre recommended that the course outline be sent back to the initiator so he/she is aware of the changes.

MOTION 2: Chair put up the course outline to the committee for voting to endorse CE104 with suggested changes made by Alton. CE104 was endorsed with 18 votes yes, 1 vote no, and 1 vote to abstain.

Sue suggested that the CO be returned for correction. The overarching issue with the CE course outlines is that the program was officially changed but the revised program was not in the catalog.

Maria stated the changes were approved by the Board but have not yet been published in the catalog because the approvals were made after the catalog was published. She will look up the changes and share the information with members to avoid confusion.

The committee was reminded that readers should be focusing on the content of course outlines and ICs or program representatives to review and ensure changes are made to typos and grammar issues before those course outlines reach the committee.

Chair will work with ex-officio to communicate intention of CC to ICs to check the grammar and format before passing on to Chair to distribute to reader teams with the timeline of two weeks.

B. CE110 – Workshop Practices

C. CE121 – Workplace Health and Safety

- a. CE110 and CE121 are tabled for later meeting while the reader teams are waiting on responses from initiators.

D. AC220 - Accounting II (for voting)

E. AC250 - Managerial Accounting

AC220 and AC250 are both ready for endorsement.

MOTION 3: Joy moved and seconded by Jean-Pierre to endorse AC220 and AC250. Sue suggested a removal of the double period. With no additional comments or concerns, the motion carried unanimously with 20 votes yes, and 0 votes no.

F. TOR most recent copy – 11-06-2020 – for voting

The most recent changes to the TOR included adding members Marlene Mamangon & Don Buden. Marlene would be representing Business while Jean-Pierre would be representing CIS. Don Buden replaced Mike Dema. Names have also been taken out of the TOR per CC's recommendation.

MOTION 4: Chair moved that the committee to adopt TOR reflecting current membership. With no further discussion, the committee voted unanimously to adopt the most recent TOR.

Maria reminded Chair to ensure that the changes to membership is also reflected in the reader teams.

IV. Course Outline for Endorsement

V. Follow up on the following course outlines. – (See Attached Excel Sheet for Update)

1. CE102 –Electrical Drawing & Sketching
2. CE103 – Basic Electricity I
3. CE111 - Electrical Wiring I
4. CE112 –Electrical Wiring II
5. ESL089 – Reading V
6. ESL099 – Writing V
7. EN123 – Technical Communication

VI. New Items:

1. Schoology

Alton shared that there are rumors about Schoology being changed somehow next year and would like to know from members what, if any, information does anyone have regarding this rumor.

Vice Chair shared that according to a conversation she had with IT Director, Schoology is phasing out their support for higher education and that a group is looking at other platforms for the college to consider.

MOTION 5: Alton moved and seconded by Jean-Pierre that the committee request VPIA office to set up an official task force called Learning Management System task force and membership to include concerned individuals such as IT, faculty, FSS, CC, and ICs.

Chair stated that he will write a recommendation memo to VPIA thru Ex Officio for inquiries into this matter.

I. Updates:

1. Update by **DAP's desk:**
2. Update by **ICs desks:**
3. Update by **Officers/Chair:**
4. Agenda item by **CC Members:**

II. Upcoming Agenda Items:

III. Miscellaneous

IV. Adjournment

Tendy moved and seconded by Joy to adjourn the meeting. Meeting adjourned at 2:10 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

December 2, 2020 at 1PM via Zoom.

Handouts/Documents Referenced:

1. AC 220 - Course Outline final (12.10.2020) – final
2. AC 250 - Course Outline final as of October 10,2020
3. CC 20201021_Minutes_draft
4. CC-2020-11-18 – Agenda
5. CE 104 Basic Electricity II_2019
6. CE 110 Workshop Practices_2019
7. CE 121 Workplace Health and Safety final version

College Web Site Link:

<http://www.comfsm.fm/>

Prepared by:

J. Helieisar

Date Distributed:

02/10/2021

Approval of Minutes Process & Responses:

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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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