

College of Micronesia–FSM Minutes Reporting Form

Meeting Group:	Curriculum Committee
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Date:	Time:	Location:
12/02/2020	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 Alvin to adopt the agenda with the suggested changes. With no further discussion, members voted unanimously to adopt the agenda.</p> <ol style="list-style-type: none"> 1. Under IV, withdraw CE110 and CE112 for voting today because initiators did not make the requested changes by the readers. 2. Under III, add B. GoVenture by Rominger James. 		
<p>MOTION 2: Robert moved and seconded by Debra that CC endorse the GoVenture Simulation proposal made by Business division with the suggestions to include the need to collect data in the proposal and provide a status report to the committee by the end of spring. With no further discussion, the motion carried unanimously with 22 votes yes, and 0 votes no.</p>	Spring 2021	Business Division
<p>MOTION 3: Alton moved and seconded by Joy to adopt EN209 course outline. Sue questioned the timeline of the course outline on how fast it passed through the committee with a proposed date of November 2020 when there were numerous course outlines pending. Chair reported that he passed it through quickly because he was familiar with the course after teaching it a number of years. With no objections to the motion, EN209 was unanimously endorsed.</p>		
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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 (Ex-officio)	<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 checked="" type="checkbox"/>	<input 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/HCOP Program Rep	Donald Buden (NC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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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<i>*Additional attendee:</i>	<i>Rominger James</i>			

Agenda:

I. Overview of Agenda

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

II. Review and Approval of Minutes

A. November 18, 2020 (for adoption)

III. Urgent matters

a. Institutional Self Evaluation Report (ISER) - Vice Chair – Update

IV. Course Outline for Endorsement (for voting only if initiators completed the suggested revision)

a. CE110 – Workshop Practices

b. CE112 – Electrical Wiring II

c. EN209 – Introduction to Religion

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. ESL089 – Reading V

5. ESL099 – Writing V

6. EN123 – Technical Communication

VI. New Items:

VII. Updates:

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

2. Update by **ICs desks:**

3. Update by Officers/Chair:

Chair's appreciation of Fall2020 CC's Progress.

4. Agenda item by CC Members:

VIII. Upcoming Agenda Items:

IX. Miscellaneous

X. Adjournment

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 suggested the following changes to the agenda:

1. Under IV, withdraw CE110 and CE112 for voting today because initiators did not make the requested changes by the readers.

2. Under III, add B. GoVenture by Rominger James.

MOTION 1: Joy moved and seconded by Alvin to adopt the agenda with the suggested changes. With no further discussion, members voted unanimously to adopt the agenda.

II. Review and Approval of Minutes

November 18, 2020 (for adoption)

Secretary reported that the minutes will be completed and sent out by tomorrow. Chair suggested that the minutes be shared and voted on electronically thereafter.

III. Urgent matters

a. GoVenture Simulation (Rominger James)

Chair requested that the committee allow Rominger James to present the GoVenture simulation first since he's not a member of the committee.

Rominger James presented the GoVenture Simulation program that is mainly for business students to be able to run computer simulation to advance their business skills. The simulation starts with a lemonade stand then progress to kiosk and then to food truck. The idea is that within six months, students can advance to larger business models. It's a step by step process that goes from very small to advanced businesses. The major benefit of the simulation is that all courses using GoVenture can use one simulation to assess learning outcomes in their respective courses. Cost for each student would be \$35 per semester, with a maximum cost of \$210 for six semesters. GoVenture is an additional learning tool that the division will be using to complement learning outcomes, to help students practice what they learn in class.

Although there is no data collected yet on students' feedback, the proposal's aim would be to pilot the simulation program in spring and then get students' feedback at the end of the semester. Debra suggested that more information be provided in the proposal before the GoVenture is piloted. Chair suggested that the GoVenture be piloted in spring semester and then realistic students' feedback be provided after. Alton requested that proposal be revised to include the need to collect baseline data and give Business division the opportunity to collect data in spring and then submit status report by the end of the semester, in May.

MOTION 2: Robert moved and seconded by Debra that CC endorse the GoVenture Simulation proposal made by Business division with the suggestions to include the need to collect data in the proposal and provide a status report to the committee by the end of spring. With no further discussion, the motion carried unanimously with 22 votes yes, and 0 votes no.

b. Institutional Self Evaluation Report (ISER) - Vice Chair – Update

Vice Chair announced that she is will be having her first meeting with other members who volunteered for ISER on Standard IIB on Friday at 10:00 am, Pohnpei time. The zoom link information will be sent out later.

IV. Course Outline for Endorsement (for voting only if initiators completed the suggested revision)

~~a. CE110 – Workshop Practices~~

~~b. CE112 – Electrical Wiring II~~

c. EN209 – Introduction to Religion

MOTION 3: Alton moved and seconded by Joy to adopt EN209 course outline. Sue questioned the timeline of the course outline on how fast it passed through the committee with a proposed date of November 2020 when there were numerous course outlines pending. Chair reported that he passed it through quickly because he was familiar with the course after teaching it a number of years. With no objections to the motion, EN209 was unanimously endorsed.

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

a. CE102 –Electrical Drawing & Sketching

b. CE103 – Basic Electricity I

c. CE111 - Electrical Wiring I

d. ESL089 – Reading V

e. ESL099 – Writing V

f. EN123 – Technical Communication

VI. New Items:

VII. Updates:

1. Update by **DAP's desk:**
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4. Agenda item by CC Members:

VIII. Upcoming Agenda Items:

IX. Miscellaneous

Jean-Pierre brought up the issue regarding the college's Learning Management System (LMS) phasing out and the process of selecting a new LMS. Chair stated that communication received from IT Director was that even though there is a possibility of Schoology withdrawing its focus on higher education institutions, there is no certainty that Schoology will cease. However, they have begun looking into other possible LMS for the college. Vice Chair stated that while the communication is that other LMS are being looked into, the college will be staying with Schoology and they will continue to support the college. Jean-Pierre's concern is that there is a need for a representative team that provides input into the decision of a new LMS for the college.

Tendy and Debra shared that the course outlines he was assigned to review have not been received. Alton urged members to be proactive and pull up old course outlines that they are assigned from the VPIA webpage and then request for the new course outline and Course Modification Request Form of that course outline.

Jean-Pierre noted that there are course outlines with typos and other errors posted on the website. He questioned whether there is assessment data on what course outlines are up to date, how many are outdated, and how many have yet to be reviewed. Chair stated that the data may be found on the committee's wiki page.

Gardner suggested that subcommittees be formed and assigned to work on different programs to help expedite the process of reviewing course outlines.

Chair expressed his gratitude to all members for their diligent work on the course outlines.

X. Adjournment

Meeting adjourned at 2:05 pm.

Comments/Upcoming Meeting Date & Time/Etc.:

January 27, 2021 at 1PM via Zoom.

Handouts/Documents Referenced:

1. Business Admin Div CMRF Goventure
2. CC 2019-2020 Progress Report
3. CC-2020-12-02 Suggested Agenda
4. Course Modification Request Form-EN209v4
5. Course Outline_EN209Update3
6. Proposal GoVenture 30.11.2020

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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