College of Micronesia–FSM Minutes Reporting Form

Meeting Group:	Curriculum Committee

Date:	Time:	Location:
01/27/2021	1:00 PM Pohnpei time	Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:

Activities	Deadline	Person Responsible
MOTION 1: Sue moved and seconded by Alton to adopt the agenda. Chair ruled that the committee move on with the agenda for today's meeting.		
MOTION 2: Lynn moved and seconded by Alton that the TOR be updated to include changes of verbs that refer to *Terms of Reference* from singular to plural to be consistent throughout the document. With no further discussions, motion was passed with 19 votes yes and 0 votes no.	Immediately	Secretary
Work on TOR on how members are selected to be on the committee		Chair
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Members:

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

I.   Overview of Agenda
Review of Agenda

II.   Review and Approval of Minutes
A. December 02, 2020 <mark>(for adoption if available)</mark>

III.   Urgent matters
   A. TOR Review
   B. Membership
   C. Reader Teams
   D. Distance Learning Policy

IV.   Course Outline for Endorsement

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

VI.   New Items:

VII. Updates:
   1. Update by DAP's desk:
   ISER Writing Team – seeking volunteers

   2. Update by ICs desks:
   3. Update by Officers/Chair:
   4. Agenda item by CC Members:

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 1:05 pm, verified quorum, and facilitated a brief overview of the agenda.

MOTION 1: Sue moved and seconded by Alton to adopt the agenda. Chair ruled that the committee move on with the agenda for today's meeting.

II.   Review and Approval of Minutes
December 02, 2020 (for adoption if available)

Chair suggested that the committee skip agenda item II since minutes of December 2, 2020 have not been distributed yet.

III.   Urgent matters
A. TOR Review

Terms of Reference is considered plural so the TOR needs to be updated to include changes of verbs that refer to *Terms of* Reference from singular to plural to be consistent.

MOTION 2: Lynn moved and seconded by Alton that the TOR be updated to include changes of verbs that refer to *Terms of Reference* from singular to plural to be consistent throughout the document. With no further discussions, motion was passed with 19 votes yes and 0 votes no.

Other edits were suggested that included the following:
1. Change fonts in red ink to black ink.
2. Change Director to Dean, under Purpose and Authority
3. Change footnote at the bottom of page ?? *Revised Spring 2021*
4. Remove brackets where they appear in the document

B. Membership

Alton questioned whether it needs to be specified on how members are selected for the committee in the TOR. DAP Dison stated that IC recommend members to VPIA and then forwarded to VPIEQA. Sue pointed out that if members don't have a shared understanding of how they were selected to be on the committee, then that is a gap that needs to be identified in the ISER and to be addressed. There needs to be a clear procedure for the selection process in place.

Sue recommended that the committee leave the wording as it is now in the TOR and deal with the issue later.

C. Reader Teams

Chair stated that some reader teams do not have enough COs to review and will be assigned more. Ada questioned on the timeline for getting responses from initiators after the initial reviews have been made and comments are sent back for revision which Chair responded that the timeline should be within two weeks. If two weeks have passed and there is no response from the initiators, reader teams are urged to request the assistance of ICs to reach out to initiators.

JP mentioned that IC's involvement in the process needs to be clarified and that expectations of initiators, reader teams, and ICs also be clarified.

Sue noted that in the ISER Gap Analysis, this area was identified as the committee's major gap. There will be problems with accreditation if it is not addressed. The role of IC in the course outline review process needs to be clarified. They will need to coordinate with authors on their course outline revisions, screen, and ensure they follow checklist and grammar and typos. When the course outlines reach the committee, reader teams focus on the SLOs and assessments. The committee has no authority over initiators in getting things done, but ICs and Deans do. The ISER gap analysis identified a number of issues, some that may require the attention of the committee to fix based on relevancy and others that will require the attention of administration.

D. Distance Learning Policy

Chair requested committee members for their advice on going about the DL policy after feedback has been received. Jean-Pierre suggested that comments be incorporated and then send out to members for their feedback by Friday, 1/29/2021.

IV.   **Course Outline for Endorsement**

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

VI.   **New Items:**

VII.   **Updates:**

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

    DAP Dison announced that she will need volunteers for the write up after GAP analysis has been identified. Writing team members will need to provide their google accounts for VPIA to include in the write up.

2. **Update by ICs desks:**

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

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

VIII. **Miscellaneous**

    a. LMS

Jean-Pierre shared that an email was shared that highlighted a new LMS, currently being piloted a at the college and questioned whether the piloting request went through existing processes before it was approved.

Vice Chair responded that several individuals at each campus were involved in the piloting. The initiative was not sent out as policy, but Interim President said that they will try several before the college will decide on which to select. Evaluation will be done by the end of the semester with feedback from faculty and students selected for the pilot.

Jean-Pierre shared his concern that although the college has existing processes in place, only selective initiatives follow the processes while others do not. For this new LMS, there was no committee input.

Chair stated that he has no authority to assume responsibility for new initiatives for new LMS for the college.

Chair ruled that the meeting to be adjourned at 2:10 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:
February 10, 2021 at 1PM via Zoom.

Handouts/Documents Referenced:
1. CC - 2021-01-27 – Agenda 2. 2020-11-6- CC Terms of Reference 3. Distance Learning Proposal -Final

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**