

College of Micronesia–FSM Minutes Reporting Form

Meeting Group:	Curriculum Committee
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Date:	Time:	Location:
02/24/2021	1:00 PM Pohnpei time	Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:		
Activities	Deadline	Person Responsible
<p>It was moved by Jennifer and seconded by Monica that the agenda be adopted with suggested changes.</p> <ul style="list-style-type: none"> • The meeting date on the agenda be corrected from November 18, 2020 to February 24, 2021. • Monica requested that she be given time for a question that she has for the committee. Chair suggested that her time be inserted under Miscellaneous. • Dates of the minutes for 12/3/2020 and 1/3/2021 to be corrected to 12/2/2020 and 1/27/2021 respectively. 		
<p>Send to members for electronic voting:</p> <ol style="list-style-type: none"> 1. CC 20201118_Minutes_draft 2. CC 20201203_Minutes_draft 3. CC 20210127_Minutes_draft 4. Course Outline Review Process (Memo) 	2/26/21	Chair

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 type="checkbox"/>	<input checked="" type="checkbox"/>	Funeral
LRC Rep	Jennifer Helieisar (NC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dean Academic Programs	Maria Dison (NC) Ex-Officio	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AAS Tech & Trade Program Rep	Gardner Edgar (CTEC)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CTEC HTM/CoA Bus. Program Rep	Debra Perman (CTEC)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CoA Technology & Trades Program Rep	Xavier Yarofmal (CTEC)	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	
KC Programs Rep	Sharon Oviedo (KC)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
FMI Programs Rep	Alvin Sinem (FMI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
YC Programs Rep	Joy Guarin (YC)	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	
CC Programs Rep	Ada Anep (CC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
LA/HCOP Program Rep	Donald Buden (NC)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marine Science Program Rep	Peltin Olter-Pelep (NC)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ACE Program Rep	Tendy Liwy (CTEC)	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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. Dec. 03, 2020 & January 03, 2021

III. Urgent matters

- a. Review Last Course Outline assignment to reader teams (for members' information)
- b. Course Outline Review Process a proposed by ISER (need action by Chair)
- c. Distance Education Policy with Comments (for VPIA's action in accordance to accreditation template)

IV. Course Outline for Endorsement

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:**
2. Update by **ICs desks:**
3. Update by Officers/Chair:
 - a. Letter of appreciation to Taylor Elidok

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 and facilitated a brief overview of the agenda.

Chair requested that the meeting date on the agenda be corrected from November 18, 2020 to February 24, 2021. The committee will follow the order of the agenda as it was originally planned for the previous meeting that was cancelled on 2/10/21 due to technical difficulties at the National campus.

Monica requested that she be given time for a question that she has for the committee. Chair suggested that her time be inserted under Miscellaneous.

Secretary requested that the dates of the minutes for 12/3/2020 and 1/3/2021 be corrected to 12/2/2020 and 1/27/2021.

It was moved by Jennifer and seconded by Monica that the agenda be adopted with suggested changes.

II. Review and Approval of Minutes

A. Dec. 02, 2020 & January 27, 2021

Secretary reported that the above minutes were sent out for review and comments and one comment was received from Marlene to correct the programs that she and Lukusa represented.

Monica suggested that minutes be voted on electronically. Chair will be sending out an email to ask members to vote by Friday, 2/26/21 on the two minutes in addition to the 11/18/20 minutes that was also shared with members prior to the 2/10/2021 meeting.

III. Urgent matters

a. Review Last Course Outline assignment to reader teams (for members' information)

Chair reported that no course outlines were assigned to reader teams since there is a proposal for course outline review process that is being reviewed by the committee.

b. Course Outline Review Process (Memo) as proposed by ISER (need action by Chair)

Chair reported that the intent of the memo was to include instructional coordinators in the course outline review process to coordinate with members of each division to review, revise, and complete their course modification and revised course outlines before sending to the committee for endorsement.

Current practice has been that the course outlines are sent to the committee, Chair assigns to reader teams, teams work with initiators and once okayed, they are sent to the committee for endorsement. Members have experienced frustration and delays in the review process with low response time from initiators.

Susan commented that the procedure accurately reflects the procedure that the ISER working group for Standard IIA recommended. Other members agreed.

Jean-Pierre suggested that the memo be pushed to be voted on electronically since there are not enough members present to endorse. Chair will include the memo in his email to members for electronic voting.

c. Distance Education Policy with Comments (for VPIA's action in accordance to accreditation template) forwarded to EC according to VPIA

Chair reported that the policy including the comments and suggestions made by members was forwarded to VPIA for her review.

IV. Course Outline for Endorsement

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VI. New Items:

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- 1. Update by **DAP's desk:**
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VIII. Upcoming Agenda Items:

IX. Miscellaneous

A. Course Offerings on Micronesian Languages (Monica Rivera)

Monica is looking into the possibility of the college offering courses in Micronesian languages and would like some information from the committee on history of Pacific island languages and other European languages spoken in the Pacific, related policies, and whether the college offered courses in Micronesian languages in the past. She also wanted to know whether it's worth pursuing developing a Micronesian language course in the next five years.

Susan shared some background information, first with the FSM Language Policy that was developed in 1997 with a provision that college will develop course outlines and courses in each of the primary Micronesian languages. However, courses were never developed although there were several attempts. The key issue for developing a course would be to find a trained person to work with. There were some indigenous folks who were trained at the University of Hawaii in the early 1970s or 1980s. Some of those people have passed on.

Chair pointed out that there is a procedure for designing a new course and that creating a new course in Micronesian language course is doable.

Jean-Pierre suggested that a survey or study be conducted to identify the need for the course to be taught and to help determine the choice of language to be taught.

Susan suggested starting with the materials used for the proposals drafted for the Micronesian language institute.

X. Adjournment

Meeting was adjourned at 2:07 pm.

Comments/Upcoming Meeting Date & Time/Etc.:

March 10, 2021 at 1PM via Zoom.

Handouts/Documents Referenced:

1. CC 2021-02-24 Meeting Agenda.docx
2. Last Course Outline Assignment to Reader Teams.xlsx
3. Proposed CC Course Outline Review Process based on ISER.docx

College Web Site Link:

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

Prepared by:

J. Helieisar

Date Distributed:

03/16/2021

Approval of Minutes Process & Responses:

- Approved at 3/24/21 meeting

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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