

College of Micronesia–FSM Minutes Reporting Form

Meeting Group:	Curriculum Committee
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Date:	Time:	Location:
03/10/2021	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 Tendency to adopt the agenda with the suggested changes. With no further discussions, motion was passed with a unanimous to adopt the agenda.</p> <ul style="list-style-type: none"> • Under <i>Urgent Matters</i>, Jean-Pierre requested that a presentation of prep hours for IS280 and IS220 be included and Alvin requested that assistance with new certificate level programs for FMI be included as well. • Under <i>Updates</i>, Xavier requested that information be provided on the status of RAC101 and RAC102, Refrigeration I and Refrigeration II. 		
<p>MOTION 2: Susan moved and seconded by Tendency to formally endorse the course outline review process as proposed. Jean-Pierre inquired as to whether it gets transformed into a policy or procedure. The process will be incorporated into the Curriculum Handbook. With no further discussions, motion was passed unanimously with 22 votes yes and 0 votes no.</p>		
<p>MOTION 3: Lynn move and seconded by Alton to adopt revised BP3400 Distance Education policy as it adheres to ACCJC standards and as reviewed by the committee. With no further discussions, motion was passed with 21 votes yes and 1 abstain.</p>		
<p>Chair will forward to members for their review and comments, the minutes of March 28, 2016 meeting, BP002 Faculty Workload, and the memo from former President James that led to the discussion on prep hours.</p>	2 weeks	Chair
<ul style="list-style-type: none"> • 		

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 type="checkbox"/>	<input checked="" type="checkbox"/>	Sick
Dean Academic Programs	Maria Dison (NC) 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"/>	

Agenda:

I. Overview of Agenda

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

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 (*see attachment for new course outline assignment per instruction by Ex-Officio*)
- b. Course Outline Review Process a proposed by ISER (*needs action by CC members*)
- c. Distance Education Policy with Comments (*post CC review copy for discussion*)

IV. Course Outline for Endorsement

A. None

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

- a. See attachment for New Reader Team Assignment per DAP's request

VI. New Items:

VII. Updates:

1. Update by **DAP's desk:**
2. Update by **ICs desks:**
3. Update by **Officers/Chair:**

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.

Under *Urgent Matters*, Jean-Pierre requested that a presentation of prep hours for IS280 and IS220 be included and Alvin requested that assistance with new certificate level programs for FMI be included as well. Under *Updates*, Xavier requested that information be provided on the status of RAC101 and RAC102, Refrigeration I and Refrigeration II.

Chair asked that Marlene take notes of the meeting as secretary is absent from today's meeting.

MOTION 1: Joy moved and seconded by Tendy to adopt the agenda with the suggested changes. With no further discussions, motion was passed unanimously to adopt the agenda.

II. Review and Approval of Minutes

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

Chair reported that at the last meeting seven members were present, but they did not take action on the agenda items and what was reflected in today's meeting was carried over from last meeting with the additions that are included today. He had sent an email for approval of minutes and looked at the proposed course outline review process.

III. Urgent matters

- a. Review Last Course Outline assignment to reader teams (*see attachment for new course outline assignment per instruction by Ex-Officio*)

Chair shared that an updated reader teams' assignment was sent for today's meeting. Teams 7 and 9 were assigned new course outlines, two course outlines in Public Health and Dental Health from Chuuk campus and 16 course outlines from FMI.

- b. Course Outline Review Process as proposed by ISER (*needs action by CC members*)

MOTION 2: Susan moved and seconded by Tendy to formally endorse the course outline review process as proposed. Jean-Pierre inquired as to whether it gets transformed into a policy or procedure. The process will be incorporated into the Curriculum Handbook. With no further discussions, motion was passed unanimously with 22 votes yes and 0 votes no.

- c. Distance Education Policy BP3400 with Comments (*post CC review copy for discussion*)

Final revisions were made to BP3400 Distance Education Policy and returned to the committee for endorsement from VPIA. Jean-Pierre noted that he had emailed his comments to the Chair. No other comments were received.

MOTION 3: Lynn moved and seconded by Alton to adopt the revised BP3400 Distance Education policy as it adheres to ACCJC standards and as reviewed by the committee. With no further discussions, motion was passed with 21 votes yes and 1 abstain.

- d. Presentation of prep hours for IS280 and IS220 (Jean-Pierre Lukusa)

Jean-Pierre presented to the committee, business division's request to include prep hours for two courses, IS280 and IS220. The two courses are 4-credit courses with lecture and lab times. In discussion with IC and DAP, and then VPIA, advice was given to present to CC for endorsement and then a recommendation be forwarded to VPIA for approval.

A similar request was brought up several years ago and at their March 28, 2016 meeting, the committee discussed and agreed that prep hours needed to be clearly defined. This resulted in a policy being drafted and approved that provided a clear definition of prep hours which was then later removed from the amended policy some years later.

Gardner stated that a similar request was made for their electronics and telecom courses with no success.

Chair shared that if the request gets approved, the faculty workload (BP002) will also be affected.

DAP suggested that Chair forward all documents pertaining to this request to CC members for their review and comments.

Chair will forward to members for their review and comments, the minutes of March 28, 2016 meeting, BP002 Faculty Workload, and the memo from former President James that led to the discussion on prep hours.

IV. Course Outline for Endorsement

A. None

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

- a. See attachment for New Reader Team Assignment per DAP's request

VI. New Items:

VII. Updates:

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

DAP reported that she met with the instructional coordinators last week and they went ahead and implemented the new course outline review process proposed by the committee. The instructional coordinators will be working with faculty on revising course outline assignments or assigning the work to different instructors. Turnaround time for the review process was set to two weeks or less, but not more than two weeks.

Maria shared that her records show that about 20 more course outlines that were submitted to the committee over the last few years have yet to be assigned to reader teams. She asked that Chair assign those course outlines to reader teams to continue working on them.

2. Update by **ICs desks:**
3. Update by Officers/Chair:

- VIII. Upcoming Agenda Items:**
- IX. Miscellaneous**
- X. Adjournment**

Chair ruled that the meeting be adjourned at 2:00 pm.

Comments/Upcoming Meeting Date & Time/Etc.:

March 24, 2021 at 1PM via Zoom.

Handouts/Documents Referenced:

1. 2020-2021 CC Reader Teams - Updated2.docx
2. CC 2021-03-10 - Agenda.docx
3. CAC 2016 03 28 16 minutes_UNOFFICIAL.pdf

College Web Site Link:

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

Prepared by:

J. Helieisar

Date Distributed:

03/18/2021

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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