

## College of Micronesia–FSM Minutes Reporting Form

<b>Meeting Group:</b>	Curriculum Committee	
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
03/24/2021	1:00 PM Pohnpei time	Zoom

<b>Summary of Recommendations with Suggested Timeline &amp; Responsibilities:</b>		
<b>Activities</b>	<b>Deadline</b>	<b>Person Responsible</b>
<p>MOTION 1: Joy moved and seconded by Sharon to adopt the agenda with the suggested changes. With no further discussions, motion was passed unanimously to adopt the agenda.</p> <p style="margin-left: 40px;">Suggested changes:</p> <p style="margin-left: 40px;">Xavier requested that a list for approved course outlines be provided to members and asked that RAC101 and RAC102 be included in today’s agenda as it was not discussed in the last meeting.</p> <p style="margin-left: 40px;">Joy requested that the FMI course outlines also be inserted in today’s agenda as it was not discussed in the last meeting.</p>		
<p>MOTION 2: Alton moved and seconded by Jenny to table PH041 and allow him time to get information from the initiator who is teaching at Chuuk campus. Bob will also check with Paul Dacanay for information on PH041 if any.</p>		
<p>Chair will locate SC098 Survey of Science course outline and forward to Sharon and Marvey per current reader teams’ assignments.</p>		Chair
<p> </p>		
<p> </p>		

**Members:**

<b>Titles/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
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"/>	Sick
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 checked="" type="checkbox"/>	<input 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 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/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 type="checkbox"/>	<input checked="" type="checkbox"/>	
GenEd Program Rep	Monica Rivera (NC)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Power outage @ home
Business Admin Program Rep	Marlene Mangonon (NC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		17	7	

## Curriculum Committee Meeting

March 24, 2021

1:00 PM – 2:00 PM

ZOOM - Join Zoom Meeting

Join Zoom Meeting

<https://comfsm.zoom.us/j/96588188807?pwd=R0s0M2NPTU1jU09jQXNHWk9za3VqZz09>

Meeting ID: 965 8818 8807

Passcode: 316891

*Facilitator: CC Chairperson*

### AGENDA:

#### I. Overview of Agenda

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

#### II. Review and Approval of Minutes

A. March 10, 2021

#### III. Urgent matters

- a. Remaining Course Outlines for Reader Team Assignments
- b. RAC101 & RAC102 – Chair to Update CTEC CC Rep.

#### 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*)

Chair called the meeting to order at 1:01 pm, verified quorum, and facilitated a brief overview of the agenda.

Alton asked if the committee will be reviewing PH041. Chair noted that there is no course modification request form with the course outline.

Xavier requested that a list for approved course outlines be provided to members and asked that RAC101 and RAC102 be included in today's agenda as it was not discussed in the last meeting.

Joy requested that the FMI course outlines also be inserted in today's agenda as it was not discussed in the last meeting.

MOTION 1: Joy moved and seconded by Sharon 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. February 24, 2021
- B. March 10, 2021

Secretary stated that two meeting minutes were shared with CC members last week. and requested that the committee endorse both minutes at today's meeting. With no further discussions, the committee unanimously adopted both minutes of 2/24/21 and 3/10/21 meetings.

## **III. Urgent matters**

- a. Remaining Course Outlines for Reader Team Assignments
  - i. Assigned other course outlines
- b. RAC101 & RAC102

History of the above course outlines indicated that they had not been approved, although they had been submitted to the committee for review prior to Chair's term. The initiator did not receive formal notice of approval, but was informed to teach the courses commencing fall 2020.

Chair acknowledged that there was a delay in the approval of RAC101 and RAC102 due to a confusion with short term, non-degree air conditioning training programs which did not require going through the committee that resulted in them not being acted upon.

Gardner was able to clarify that the course outlines have been approved and that the initiator may have not been informed due to other circumstances that may have prevented the communication being shared at the time.

Chair shared that Xavier and his reader team member would still need to review the course outlines for revision and updates.

- c. Checklist of approved course outlines

Chair has sent a checklist for approved and pending course outlines out to members two weeks prior to today's meeting (excel spreadsheet). Chair is also working with Quly to update course outlines that are approved and those that are pending.

## **IV. Course Outline for Endorsement**

- A. PH041

Alton shared that PH041 is lacking required materials. There is no course modification form and there is no existence of the old course outline on the VPIA website.

His initial reviews are listed below:

- ISLO#3 was not checked. In Course SLOs, ISLO#3 was included, although it was not checked under ISLOs.
- In 2.3 Course SLO, ISLO#1 was with the asterisk with case studies was listed as assessment strategy. Are case studies oral or written?
- Under Reference materials first book with publication year 1984, the publisher supposed to be Buckingham (misspelled).

MOTION 2: Alton moved and seconded by Jenny to table PH041 and allow him to get information from the initiator who is teaching at Chuuk campus. Bob will also check with Paul Dacanay for information on PH041 if any.

**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

b. SC098 Survey of Science

Chair will locate the course outline and forward to Sharon and Marvey per current reader teams' assignments.

c. FMI course outlines

Joy requested an update on the FMI course outlines. Communication was sent to Chair to approve requests for new course outlines new programs.

Chair has made copies of requests and forwarded to Alvin and Sos for completion and return. Alvin informed the committee that he is still collecting information with the assistance of VPIA.

Through the new course outline review process, initiators work with their campus instructional coordinators first to revise their course outlines. After completion, the instructional coordinator forwards to Dean of Academic Programs for her review before forwarding to the committee for endorsement.

A question was raised by Alton on the role of the initiator when they cannot be reached for comments or questions because they are teaching at a different campus. Committee agrees to involve the instructional coordinator at the local campus where the initiator teaches to get things moving.

Chair closed the meeting sharing that all Business course outlines will be done by the business program for the college's four-year degree program in Business.

**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**

Moved by Tandy and seconded by Joy to adjourn at 1:55 pm.

**Comments/Upcoming Meeting Date & Time/Etc.:**

April 7, 2021 at 1PM via Zoom.

**Handouts/Documents Referenced:**

1. CC Agenda March 24, 2021.docx
2. PH041(newCO) (addition based on inputs).doc

**College Web Site Link:**

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

**Prepared by:**

J. Helieisar

**Date Distributed:**

04/21/2021

**Approval of Minutes Process & Responses:**

- Approved at 5/5/21 Zoom meeting

**Action by President:**

<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>
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