

**College of Micronesia – FSM**

**Committee Minutes Reporting Form**

<b>Committee or Working Group</b>		<i>Curriculum Committee</i>	
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	
December 13, 2011	10:00 a.m.	BOR Conference Room	

<b>Members Present</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
Committee Chair	Kathy Hayes	X	
Committee Vice-Chair	Taylor Elidok	X	
Secretary	Resida Keller		X
National Faculty Rep.	Snyther Biza	X	
National Faculty Rep.	Mike Dema		X
National Faculty Rep.	Paul Dacanay	X	
National Faculty Rep.	Mariana Ben Dereas	X	
National Faculty Rep.	Faustino Yarofaisug	x	
National Faculty Rep.	Susan Moses	X	
National Faculty Rep.	Madalena Hallers	X	
National Faculty Rep.	Joseph Felix Jr	X	
Cooperative Research Extension (CRE) Rep.	Jackson Phillip		X
Chuuk Campus Faculty Rep.	Alton Higashi	X (via Email)	
Kosrae Campus Faculty Rep.	Nena Mike	X	
National Campus staff Rep (IRPO)	Raleigh Welly	X	
National Campus staff Rep	Lore Nena		X
Pohnpei Campus Faculty Rep.	Gardner Edgar	X	
Pohnpei Campus Faculty Rep	Debra Perman		X
Pohnpei Campus Faculty Rep	Shirley Jano	X	
Pohnpei Campus Staff Rep	Maria Dison		X
FMI Campus Faculty Rep.	Kasiano Paul	X	
FMI Campus Faculty Rep.	Alex Raiuklur	X	
Yap Campus Faculty Rep.	Joy Guarin	X	
Kosrae Campus Faculty	Rosalinda Bueno		X
Chuuk Campus Faculty Rep	Lynn Sipenuk		X

**Additional Attendees:** Grilly Jack, Acting VPIA

**Agenda/Major Topics of Discussion:**

**I. New Business**

1. Approval of RFA course outlines
2. Approval of Nov. 28th minutes
3. Next meeting : Monday January 9, 2012

**Discussion of Agenda/Information Sharing:**

Kathy opened the meeting with outlines deemed RFA and suggested that the committee vote on them for approval. Gardner moved for adoption of RFA outlines. Mariana seconded. Motion carried with 15 Yes, 0 No, and 0 abstain.

Sue voted Yes to approving the outlines, but also wished to be put on record her discomfort in the way the CAC are having to approve course outlines. She understands the necessity for speed and efficiency at this time due to accreditation issues, but hopes that once these goals are achieved the CAC will be

able to better represent the college on curriculum issues.

Kathy pointed out that there are 65 course outlines that are still yet ready and asked reader teams to work closely with authors and chairman of the department to have these outlines ready by January 09, 2011.

Report on status of outlines.

- Kasiano/ Resida still have 10 CO in review
- Paul/Alton CO 240 is still with the author and will be sent to CAC when ready
- Mariana/Maria CO FL101 still in review
- Faustino/Debra CO VTE280 will be sent to CAC when ready
- Sue/Lore CO MU101 Chair Kathy will talk to Resida
- CO VEM110 should have 3 versions. Gardner will look into that and have them ready by next meeting
- Maggie/Romino, all PH outlines are RFA, Science Cos will be sent to chair Snyder since there's no respond from authors, and for HTM still waiting for response.
- AG101 will be taken care of by Kathy

Other discussions

- Keep Kathy in the loop for any outlines that are still not yet in and for any problems that might arise
- Kathy sent out memos regarding a Program Review Rubric and a Program Review Committee. DAP will work on a rubric and will have it available by Jan 03, 2011. Request to start a program Review Committee was denied and that creating a Program Review Committee is not necessary.
- Gardner shared something on program review concerning seat cost. What formula will be used? Who is responsible? Data? Who is responsible for this?
- Mariana also shared that program reviews were done in the past yet there was no feedback communicated.
- Kathy suggested that CAC come up with a list of key points that should be considered in the evaluation of program reviews so that it will be much easier to use and will allow evaluators to know what is exactly expected of the CAC.
- In the first meeting of 2012 the CAC will establish these key points so they can move ahead with program reviews. These will be communicated with the DAP and VPIA to aid in the construction of a rubric for program review.
- Kasiano asked that the new outline format replace the old one in the curriculum handbook and it was mentioned that the current curriculum handbook needs updating.
- Approval of Nov 28<sup>th</sup> meeting minutes will be approved in the next meeting.
- Next meeting: January 9<sup>th</sup>, 2012

**Handouts/Documents Referenced:**

**College Web Site Link:**

<b>Prepared by:</b>	<i>Kathy Hayes, Taylor Elidok &amp; Resida S. Keller</i>	<b>Date Distributed:</b>	<i>1/24/12</i>
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**Approval of Minutes Process & Responses:** Approval of Nov 28<sup>th</sup> meeting minutes deferred will be approved in the next meeting..

<b>Submitted by:</b>	<i>Resida S. Keller</i>	<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**

- Gardner moved for adoption of RFA outlines. Mariana seconded. Motion carried with 15 Yes, 0 No, and 0 abstain.
- In the first meeting of 2012 the CAC will establish these key points so they can move ahead with program reviews. These will be communicated with the DAP and VPIA to aid in the construction of a rubric for program review.
- Next meeting: January 9<sup>th</sup>, 2012