

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group		<i>Curriculum Committee</i>		
Date:	Time:	Location:		
Sept. 6, 2010	1:00 p.m.	BOR Conference Room		
Members Present				
Titles/Reps	Name	Present	Absent	
VPIA or designee*	Jean C. Thoulag		X	
Director, Academic Programs**	Karen Simion	X		
VPSS or designee	Ringlen Ringlen		X	
Director, VCCE	Grilly Jack	X		
Director, Learning Resources Center	Sue Caldwell (Lucy Oducado)		X	
Director, OAR	Joey Oducado (Vasanth Senarathgoda)		X	
Director, IRP	Jimmy Hicks		X off island	
CRE Rep	Virendra Verma		X	
Chuuk Instructional Coordinator	Mariano Marcus		X	
Kosrae Instructional Coordinator	Nena Mike		X	
Pohnpei Instructional Coordinator	Maria Dison		X	
Yap Campus Instructional Coordinator	Ross Perkins		X	
FSM FMI Instructional Coordinator	Kasiano Paul		X	
Chair, Agriculture/Natural Resources	Kiyoshi Phillip		X	
Chair, Business Administration	Joseph Felix Jr.	X		
Chair, Education	Robert Andreas	X		
Chair, Exercise Sports Science	Roldan Laguerta	X		
Chair, Languages & Literature	Resida Keller		X	
Chair, Math and Sciences	Frankie Harriss	X		
Chair, Social Sciences	Mariana Ben-Dereas	X		
Chair, Hotel and Restaurant Management	Howard Rice		X	
Vocational Ed. Rep	Gardner Edgar		X	
Faculty Rep	Susan Moses	X		
Faculty Rep	Alton Higashi		X	
Student Rep	Vacant		X	
IA Executive Secretary	Quly Alex		X	
Additional Attendees:	Jon Berger, Assessment Coordinator			
Agenda/Major Topics of Discussion:				
<p>I. Minutes of Aug. 24, 2010</p> <p>II. Old Business None</p> <p>III. New Business</p> <ol style="list-style-type: none"> 1. Scuba course outline 2. PH 365 course modification 3. LRC Assessment Plan 4. Courses with labs <p>IV. Information/Concerns</p> <ol style="list-style-type: none"> 1. Job Audit information sharing 2. Matrix on the new course outline format 				

3. Membership of the committee

Discussion of Agenda/Information Sharing:

I. Minutes of Aug. 24, 2010

1. 3.e. change “questions” to “question” and send for electronic vote.

II. New Business

1. Scuba course outline. This is a new course proposed by the Math/Science division. It will be classified as an ESS course, but was developed mainly for Marine Science students as scuba diving is a skill that most Marines Science students should have. The course will certify students as open water SCUBA divers if the student meets all the requirements of the course. The instructor for the course must be PADI certified and the regulations governing the course and safety are very strict. The instructor must carry liability insurance which is purchased through PADI. As long as all regulations are followed, the insurance will cover. It was suggested that the students sign a waiver of liability for this course. All ESS courses have a liability waiver form. Initially, the course equipment and materials will be expensive so a fee of \$100 has been recommended for the course. The fee will cover the cost of certification for the student, air tanks, use of equipment, etc. A specific budget needs to be prepared and proposed to Finance Committee as the fees charged by the college will be affected. Potential future courses include Advanced Scuba Diver and Rescue Diver. Course outline will be sent for electronic vote and fee justification sent to Finance Committee.
2. PH 365 Placement in Public Health Practicing Facility course modification. This course has been offered as a 6 credit, 2 semester course because of the number of hours the students must complete at each public health facility. Problems arose when students attended fall semester, but not spring semester. Also, the students had to make sure to register wisely, if they needed to be full time students. The 6 credits were awarded to fall semester and not 3 for fall and 3 for spring. To help resolve all these problems, the course was divided into “a” and “b”. A student then will have to register for both “a” and “b” but it doesn’t have to be consecutive semesters. For example, if a student attends fall semester, but not spring semester, the student can register for PH 365b in the next fall semester or when it is offered again. The committee recommended that the capital letters be reviewed in the outline and then send the outline for electronic vote.
3. LRC Assessment Plan – tabled for next meeting
4. Courses with labs – The document shared through email is very important as many decisions are made from this document. Contact hours, teaching loads, cost to the College of running courses and fees charged to students are all affected. Please review carefully as this document needs to be updated.

III. Information/Concerns:

1. Matrix and PLOs on the new course outline format. What happens if a course is used to meet requirements in more than one major? Is it necessary to include the other program outcomes and a matrix? The committee discussed that this would make the outlines very complicated and difficult to use. It was recommended that on the cover page where the purpose of the course is indicated, there needs to be a statement that reads, “*This course also meets PLO # ___ of _____ program.” Each PLO from a different program would be listed in this manner. The course outline cover page should be submitted to the committee for recommendation.
2. Job Audit findings and recommendations. Members of the committee are asking why no one has shared information regarding the job audit recommendations and findings. Rumors are going around the College, which indicate major changes for curriculum and

for all. Why has the curriculum committee not been asked to provide input for recommendations? What is this committee's role in decision making? Will decisions be made at the President's Retreat when no one is aware of what is in the job audit? How much does the job audit affect the Instructional Master Plan? The general consensus of the committee was that members should have been asked for input and informed of the recommendations made in the job audit so that the committee could be part of the decision making process at the College.

3. Committee membership and attendance. It seems that some members don't need to be on the committee such as the VPSS and VPIA when they have designated someone else to represent their offices. Also, Pohnpei campus has reorganized and the divisions are different. Members who are on the island should be attending most of the time and off-island members should be more active at least through emails and illuminate live sessions. All members with excessive absences should be reminded to participate.

Next meeting is scheduled for Sept. 20, 2010 at 1:00.

Handouts/Documents Referenced:

1. Minutes of Aug. 24, 2010 meeting
2. SCUBA course outline
3. PH 365a & b
4. LRC Assessment Plan
5. Courses with labs listing

College Web Site Link:

Prepared by:	<i>Karen Simion, Acting Chair</i>	Date Distributed:	<i>9/09/10</i>
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Approval of Minutes Process & Responses: The minutes were distributed for electronic comments.

Submitted by:	<i>Karen Simion</i>	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

1. Send Aug. 24, 2010 minutes for electronic vote
2. PH 365 course modification – send for electronic vote
3. SCUBA course outline – send for electronic vote. (justification of fees to be sent to Finance Committee once course is recommended for approval)
4. DAP to revise course outline cover page and submit for approval to committee at next meeting.

Item number:	Approved:	Approved with conditions:	Disapproved:	Comments/Conditions:
1. PH 365a & b				