

**Curriculum and Assessment Committee
Special Meeting
Minutes- September 21st, 2010**

Date: September 21, 2010- 11:00 a.m., WH 202

Agenda:

- English Immersion Program
- Other Vocational Education
- 4-Year Degree

Present:

- | | |
|-------------------|------------------------------|
| 1. Don Hess | |
| 2. Gary Abbott | |
| 3. Janet Hess | |
| 4. Peter Cammish | |
| 5. Mike Sutton | |
| 6. Rosita Capelle | |
| 7. Mary Van Auken | |
| 8. Deborah Nelson | |
| | 9. William Key |
| | 10. Rob Johnson |
| | 11. Max Voelzске |
| | 12. Ruth Abbott |
| | 13. Florence Peter |
| | 14. John Pagolu |
| | 15. Erik Zoellner |
| | 16. President Woodbury-guest |

Meeting Called to Order 11:03 a.m.

President Woodbury reports:

- English Immersion Program
 - Budget for at Arrak is under CMI Physical Plant Staff
 - The special budget is taken care of (the President did not elaborate)
 - It is the President's understanding that an English Immersion Certificate will not drain PELL
 - The first part of the President's proposed Program would consist of CMI 101 which is designed for orientation to the CMI campus, but the President suggested that the course could be adjusted to include just the study skills component
 - The President intends that two groups would enroll English and Carpentry. The President hopes that the English program serve the Outer Island students and that classes be divided by gender
 - As to who is eligible for admission, it was explained to the President that there is a pool of students who meet admission requirements, but not placement requirements and that these students should be considered for enrollment. It was suggested to the President that the population of Outer Island students would probably not be sufficient to fill all the slots
 - Evidence was requested from the President of the effectiveness of the Toolbox program. (The pilot program on which this program is based.) The President reported that Robert Revercomb has the evidence. Gary and Rosita said that they are engaged in analysis of the Toolbox Program.
 - When asked if ENG 66/68 would be run, the President put forward that a lower level more intensive English class could be created. (ENG 66/68 together have 10 contact hours a week or 160 contact hours a semester.)
 - The President was asked about Faculty for the program. He said that the Dean of Academic Affairs would be responsible for running hiring committees. He suggested faculty might be found from the current faculty. He is looking for faculty who also speak Marshallese.
 - The President wants modifications made to Marshallese Studies courses.
 - In terms of lodging, 12 trailers have been located in Kwajalein and 2 would be available for faculty and 10 for students. The cost of conversion is \$30,000 each.
 - When asked about student supervision, the President stated, "Robert (Revercomb) is sort of designated" as the person who keeps students in line.
 - In terms of target enrollments the President envisions two classes of 15 students each

- It was suggested to the President that should a program like this be adopted, it is highly advisable that the rationale for the selection of students be widely published to reduce later resentments
- Other Vocational Education-Carpentry
 - The President was asked what budget is available. The College expects \$190,000 from the NTC, and he said, “Don’t worry about capital.”
 - A cost-benefit analysis was requested as it is expected that the cost is prohibitive for the number of jobs produced. It was suggested that it would be more cost effective to send students to Hawaii for training unless the market has changed in the last few years
 - The President suggested that the Guam build-up is cause enough for the program but later mentioned that Anil Construction does not have skilled workers. He also noted that students could self-contract
 - The question of the faculty was brought to the President, he stated that this would become the responsibility of the Dean of Land Grant
 - The President stated that we have the lab, but do not have the equipment
 - The curriculum would consist of hands-on instruction and safety terms
 - Selection of students was discussed. To the President’s mind, these students need not be CMI qualified students, but the President states that the students must be PELL eligible. They would study Basic English and Basic math. Carpentry would not replace the ABC Toolbox, the English Immersion Program would replace the ABC Toolbox.
 - The CAC requested success rates for the ABC Toolbox from the pre and post tests
- 4-Year Degree
 - Requirement criteria were requested for entrance to the BA program for CMI. SAT/ACT were suggested.
 - We must articulate with ourselves. Perhaps have a minimum GPA there is \$100,000 budgeted for the development of this program
 - Do we have a promise from MOE for a certain amount of money per student? or perhaps a guaranteed certain number of students?
 - An evening cohort was suggested as was running 4-5 classes each semester
 - Faculty is another question which arose. Recruiting at various job fairs was suggested
- Meeting was adjourned at 11:55 a.m.

The next regular meeting of the CAC will be held September 28th location WH 202.

Ruth L. Abbott,

Recording Secretary

Remaining Fall 2010 Meeting Dates

- September 28
- October 7, 12, & 26
- November 4, 9, & 23
- December 2