

Curriculum and Assessment Committee
Meeting Minutes
September 5, 2022

Attendance:	Vasemaca Savu
Present:	Dr. Elizabeth Switaj
Desmond Doulatram	Meitaka Kendall-Lekka (zoom)
Lanie Villafania	Mylast Bilimon
Edward Adiniwin	Rigieta Lord (zoom)
Patricia Owens-Livai	Waisiki Balekorocau (zoom)
Rosie Koroï	
Jennifer Seru	Not Present:
Ana Bulavakarua	Sali Andrike
Verenaisi Bavadra	Jomi Capelle
Waisake Savu	

Agenda:

1. Elections
2. Review of June 20, 2022 minutes
3. SCUBA Course Outlines
4. CMI 101 Course outlines
5. Other matters

Quorum was met at 11:15 a.m.

1. Elections
 - a. Nomination for CC Chair
 - i. Rosie Koroï was nominated. It was seconded.
 - ii. Waisiki motioned to close nomination
 - iii. Rosie Koroï is the new CC chair for SY 2022-2023
 - b. Nomination for Vice-Chair
 - i. Meitaka Kendall-Lekka was nominated. Meitaka respectfully declined.
 - ii. Patricia Owens-Livai was nominated. Patricia respectfully declined.
 - iii. Jennifer Seru was nominated.
 - iv. It was seconded. Jennifer accepted the position.
 - c. Course Outline Editor
 - i. Rigieta Lord was nominated. It was seconded.
 - ii. Rigieta accepted the position.
 - iii. Rigieta requested that CC has someone who can take on the Course outline editor role when she's off island.
 - iv. Waisiki will carry out the role whenever Rigieta is unable to attend CC meetings.
 - d. CC Recording Secretary
 - i. Mylast will update the date on the RSA and email to Dr. Switaj to present at EC that CC will no longer require a recording secretary.
 - ii. The secretariat will be present for all CC meetings.
 - e. Faculty Representatives


- i. First meetings, faculty reps are not present.
 - ii. Positions remain vacant for now.
2. Review of June 20, 2022
 - a. Meitaka commented on attendance to make correction on her last name
 - b. Add Desmond Doulatram to “Present” on the attendance.
 - c. Dean Va moved that CC accept the minutes
 - d. Desmond seconded, members voted and approved.
3. MSC 113
 - a. Waisiki updated cc members that changes recommended from the last meeting were made to the course outline. SLO 4 was added to the course outline.
 - b. Change “internship” to “entrepreneurship”
 - c. Waisiki moved that cc accept MSC 113 with amended changes, Desmond seconded.
 - d. CC voted and approved.
 - e. MSC 113 with amended changes was approved by CC.
4. MSC 203
 - a. Waisiki moved that CC approve MSC 203, Desmond seconded.
 - b. CC voted and approved.
 - c. MSC 113 was approved by CC.
5. CMI 101
 - a. Dean Va reported:
 - i. The course title has been changed to Transition to Higher Ed. The Alpha number remained the same.
 - ii. Dr. Switaj had commented that if the course title changed, the alpha number was to be changed as well.
 - iii. Dean Va will revise the course outline to see how she can integrate 8 weeks classes.
 - iv. Jennifer requested that CMI 101 instructors be involved to review the document.
 - v. Tabled for next time.
 - b. ASEE Program
 - i. Change to “Select 2 from any of the Marshallese courses”.
 - ii. Change to “Select 1”
 - iii. Changed to “3 credits”
 - iv. Changed from 63 to 60
 - v. Rosie moved that CC approve the ASEE Program with changes. Jennifer seconded.
 - vi. CC voted and approved.
 - vii. The ASEE Program with changes has been approved by CC.
 - c. Other matters
 - i. Lanie reported that she had emailed out a list of courses that needed to be archived. She urged chairs to revise the program sheet and check the course outlines alpha numbers.
 - d. Meeting has been adjourned.

Next meeting's Agenda:


1. Review of September 5, 2022 meeting minutes
2. CMI 101 Course Outline
3. Other matters

Regular scheduled meetings are on the "1st" and 3rd" Mondays during the regular semester.
The next scheduled meeting is September 19, 2022.

Respectfully submitted,

DocuSigned by:

96FBFF1D63FB4C2...

Mylast E. Bilimon
Recording Secretary

DocuSigned by:

59252531F4FC4A3...

Rosie Koroi
Curriculum Committee Chairperson