



CMI

Curriculum Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga Campus

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203

**Curriculum Committee
Regular Meeting
11:10 a.m., October 23, 2023
BoR Conference Room**

MINUTES

Members:

- | | |
|-----------------------------|---|
| 1. Desmond Narain Doulatram | Chairperson/Faculty Senate Representative I |
| 2. Edward Alfonso | Vice Chairperson |
| | STEM Department Chairperson |
| 3. Vasemaca Savu | Dean of Academic Affairs |
| 4. Rosie Koroï | Elementary Education Chairperson |
| 5. Jennifer Seru | Developmental Education Chairperson |
| 6. Ana Bulavakarua | Liberal Arts Department Chairperson |
| 7. Marson Ralpho | General Education Department Chairperson |
| 8. Meitaka Kendall-Lekka | Business Studies Department Chairperson |
| 9. Marica Rainibogi | Nursing Studies Department Chairperson |
| 10. Mylast Bilimon | Marshallese Studies Department, Chairperson |
| 11. Ekta Madan | Agroforestry Studies Department Chairperson |
| 12. Telitha Kaneko | WAVES Representative I |
| 13. Derick Debrum* | WAVES Representative II |
| 14. Waisake Savu* | Vocational Studies Chairperson |
| 15. Tarry Henos* | ABE Chairperson |
| 16. Karalaini Osborne* | Faculty Senate Representative II |
| 17. Edward Adiniwin* | Maritime Training Center Director |
| 18. Verenaisi Bavadra | Library Director |

Attendees via ZOOM

- | | |
|----------------------|-----------------------------------|
| 19. Jomi Capelle | Director of Admissions |
| 20. Edward Adiniwin* | Maritime Training Center Director |

Non - Voting Members

- | | |
|-------------------------|--|
| 1. Dr. Elizabeth Switaj | Vice President of Academic and Student Affairs |
| 2. Dr. Sandra Hamilton* | Associate Dean of Instructional Quality and Innovation |
| | IRA Department Representative |
| 3. Cheryl Vila* | Dean of WAVES |
| 4. Rigieta Lord | SGA Representative |
| 5. Mike Leviticus * | Financial Aid Office Director |

Vacant



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Not Present *

The CC meeting was called to order by the Chairperson at 11:13 a.m. and the mission statement was recited by the Business Studies Department's Chairperson.

I. Review of the Minutes

A. September 4, 2023 (Draft)

1. After being reviewed, the General Education Department's Chairperson made a motion to approve the minutes of September 4, 2023. The motion was seconded by the Dean of Academic Affairs and successfully passed by the majority, with one abstention.

a) DECISION

- (1) Having no corrections, the minutes for the CC meeting held on [September 4, 2023](#), were approved, as presented.

B. September 18, 2023 (Draft)

1. The Co-Chairperson for the LA Department made a motion to approve the [September 18, 2023 \(Draft\)](#). The motion was seconded by the Developmental Education Department's Chairperson and carried unanimously, by the majority, with one abstention.

a) DECISION

- (1) With no corrections, the minutes for the CC meeting held on [September 18, 2023](#), were approved.

II. Report Back from the EC/BoR

- A. There were no updates from the Executive Council and the Board of Regents pertaining to the committee.

III. Secretariat Report

- A. The Secretariat Officer updated the members in regards to the committee's pending minutes and the 2022-2023 committee's Annual Assessment Report.
 1. It was agreed, by the majority, that the Annual Assessment Report was to be disseminated for the members' final review by Friday, October 27, 2023.

IV. SGA Report

- A. There was no SGA Representative present at the meeting.
 1. The Associate Dean of Student Equity and Engagement was to be contacted in regards to the SGA's attendance in the CC meetings.

V. ACCJC Standard to Review Relevant to the Curriculum Committee

- A. **2.2. The institution, relying on faculty and other appropriate stakeholders, designs and delivers academic programs that reflect relevant discipline and industry**



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standards and support equitable attainment of learning outcomes and achievement of educational goals.

B. Review Criterion:

1. Development of learning outcomes includes consideration of feedback from workforce/industry partners, as appropriate for the institution's mission and program discipline.

- a) How was the standard currently practiced at CMI?
- b) What's been learned at CMI relating to the standard?
- c) What's the outcome of the standard?
- d) What's the next step?

(1) The CC members discussed how the ACCJC standard and the review criterion were currently practiced at CMI.

VI. New Matters Arising

A. Math for Nursing

1. As per the Nursing Studies Department's Chairperson, the [Math for Nursing](#) was to be finalized and ready to be reviewed in the next CC meeting on November 6, 2023.

VII. Other Matters Arising

A. Business Dept. Course Outlines

1. According to the Business Studies Department's Chairperson, the department's course outlines were to be completed and shared by October 30, 2023.

B. Maritime Course Outline

1. As per the Maritime Training Center Director, the department's course outlines were still in progress and were to be shared with the CC members once they were finalized.

C. Dev. Ed. Course Outline

1. According to the Developmental Education's Director, the department's course outlines were in progress and were awaiting confirmation regarding textbooks.

D. Student Advisors

1. The Business Studies Department's Chairperson stressed the importance of advising the students "to prioritize the degree courses and not the certificate program courses."

E. Reminders

1. The Admissions Director shared the importance of reminding the students in regards to the two required specialization courses that students needed to complete to be eligible for graduation.
2. The Dean of Academic Affairs reminded the department Chairpersons to



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share their course outlines with the other CC members before the last CC meeting for 2023.

VIII. Adjournment

A. The Curriculum Committee’s first meeting for October, was adjourned at 11:55 a.m.

Received By:

Concurred By:

Approval Date:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

DocuSigned by:

Employee signature Department Co-Chair
8A4E9FDD06E14D5...
Desmond N. Doulatram
Chairperson, Curriculum Committee

January 15, 2024