

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Division:	Languages and Literature
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Date: September 7, 2012	Time: 1:00 -1:40 pm	Location: Writing Center

Members Present:		Members Absent:
▪ Ross Perkins	▪ Leilani Biza	▪
▪ Resida Keller	▪ John Ranahan	
▪ Monica Rivera	▪ Nasako Weires-Madsen	
Amy Delyla Ulm	▪ David Johnson	
▪ Chen Zhengxu	▪ Yolina Yamada	

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Assessment plan for LA program for the upper English courses are due next week ▪ Resida posted assessment documents on the wiki. ▪ Assessment reports from last semester are due at the end of the month ▪ Ross is working with UOG in comparing writing samples ▪ Writing instructors are asked to collect writing samples (ABCDF) throughout the semester, Ross will be collecting these at the end of the semester. Instructors should include the rubrics that they use to assess the writing samples. ▪ The Writing Center posters will be posted around campus announcing the schedule ▪ The Writing Center hours are 8:30 am- 4:30 pm. ▪ Old computers will be put in the Writing Center for student use. ▪ It was agreed that there should be internet access on the Writing Center computers but with limited site allowed. ▪ For accreditation purposes, an Advisory council for Languages and Literature should be formed. (Ross is working on forming one and welcomes ideas and suggestions from all) ▪ Most of the A201 (computer Lab) computers are set to MLA format default. ▪ Subscription for Kpress was renewed for another year. ▪ Adhoc committee needs to complete the hiring process by the end of the month.

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ September 14th there will be an Academic convocation held in the Gym and all are encouraged to join. ▪ October 8, 2012 faculty will meet with a consultant regarding Assessments. ▪ Faculty/Staff Senate officers are elected and will be starting off their role by conducting meetings with faculty and staff when needed.

Comments/Upcoming Meeting Date & Time/Etc.:
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Handouts/Documents Referenced:
▪ Directory was given to all division members

College Web Site Link:
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Prepared by:	Yolina S. Yamada	Date Distributed:	
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
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Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			