

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

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
2/02/2012	8:00 am	Sokehs Steak House

Members Present:			
Titles/Reps	Name	Present	Absent
Director, Academic Programs**	Karen Simion	X	
Chair, Business/HTM	Debra Perman	X	
Chair, Business Administration	Joe Felix, Jr.	X	
Chair, Education	Magdalena Hallers	X	
Chair, Languages & Literature	Resida Keller	X	
Chair, Math and Sciences	Snyther Biza	X	
Chair, Social Sciences	Delihna Ehmes	X	
Chair, Health Sciences	Paul Dacanay	X	
Chair, Trade & Tech.	Gardner Edgar	X	
AC/VC, Pohnpei Campus	Maria Dison	X	
DVCCE	Grilly Jack	X	

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ DAP concerns and updates ▪ Division Updates ▪ DCTE updates

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ Updates from DAP <ul style="list-style-type: none"> ○ Program Prioritization Training - A training session is planned for Feb. 6 & 7 to review the process, look at forms used, data available and begin rating the AA degree programs. Lourdes Roboman from Yap is representing for the IC, Nena Mike and Kind Kanto will fly in from Kosrae and Chuuk. Once the first group of programs is rated, the remaining will be done at a distance for the ICs from the other states. ○ FY 2013 Budget – Please inform faculty members that the budget was prepared with no one receiving pay increments. Everyone needs to suggest ways to help save money and be more cost effective. One suggestion has been to go back to paying by the credit hour, rather than the contact hour. The faculty/staff senate should bring these initiatives forth. ○ Registration – The DAP will no longer be advising students. Please make sure that everyone in the division is available the weeks of registration and add/drop. If someone is not there, then the DAP will still refer the student to that division and who ever is there will need to assist that student. This is the only time faculty members are asked to be on campus for the entire day. All division chairs agreed that the add/drop period is too long. Students seem to abuse these days by choosing not to attend classes. The chairs again requested mandatory first day attendance. Mandatory first day attendance is possible only if students are informed at the time of registration (when the schedule is published) of this requirement. Add/drop should be shortened to 2 days. ○ Distance Learning Training – Dr. Bob Hogan is ready to train faculty on how to teach online. He is requesting for at least 10 faculty members and preferably someone who will teach one of the first courses to be designed. These courses are SS 150, EN 120a, SC

- 112, MS 100, SC 101, EN 120b, and AG 101.
- **President Investiture** – This ceremony is scheduled for Monday, Feb. 6 at 1:00pm. Classes scheduled immediately before and immediately after will be shortened to allow student and faculty participation. The reception is at 6:00pm at PCR. You must obtain a voucher from Norma Edwin to attend the reception.
- **Kosrae Upward Bound students** – These students will be on campus March 26 – 30, and would like to visit classes on March 27. **There are 27 students and each student will visit one class. Please inform your division and seek approval for visitors.** Some instructors will allow more than one student, so find out how many visitors they have room for.
- **Committee Participation** – The DAP was informed that some instructors are not attending the committees they signed-up for. Non-participation is no longer acceptable. Faculty and staff are the key members on the committees. Evaluations need to reflect the level of participation and anyone not doing their part should not receive a full-step increase. Attendance on committees is recorded on the minutes and committee minutes are available on wiki.
- **Social Sciences**
 - The division decided to advertise the open position rather than transfer an existing employee. They want someone with a political science/history background.
- **HTM/Business**
 - Joyce Roby is now a full-time instructor at Pohnpei campus.
 - The Blue Plate Café will open to the public on March 15 and Thursdays only. The students will have an opening celebration on March 7 and invite student's parents to come for lunch.
 - Blue Plate Café will also open mornings for coffee and light breakfast on Tuesdays and Thursdays at the request of students.
 - The HTM program is also opening the Purple Inn. This is a fund raising project where any wanting to take a break can sign-in to the single room at the Purple Inn. Price is \$1.00 for 10 minutes and \$2.50 for one half hour. Single occupancy only.
 - The division is happy to report that 90% of the textbooks ordered arrived on time.
- **Language and Literature**
 - One position is open and the ad hoc committee is reviewing applications in preparation for interviews.
 - Nasako Weires-Maddsen is new to the division this spring.
 - Leilani Biza has begun her master's program in reading with the University of Guam.
- **Business/CIS**
 - Ruci Yauvoli is on leave for the entire semester, so the rest of the instructors are carrying overloads to cover the classes she usually teaches.
 - The division is also reviewing applications to fill a vacant position.
 - **There was a request to get the balance of the 2012 budget after the first quarter.** It seems the division is already out of money and it is only the beginning of the spring semester.
 - **Request for IT to check the signal in the classrooms for wireless access. (first floor building B).**
 - **It seems that students are still registering for classes without meeting the pre-requisite courses. An example is a student is taking ESL 089 in the fall semester, registers during early registration in 100 level courses, and then doesn't pass ESL 089, but continues in the 100 level courses. How do we catch these students?**
 - **What happens to the computers removed from the division offices? If they are sold, where does the money go?**
 - **One observation made is that the cafeteria is wasting food. Students are now using large trays for takeout lunches. One or two students will purchase tickets and the trays are piled with food. Then maybe 4 or more students are eating from that one tray. The cafeteria is a business and should be run like a business. A suggested**

recommendation is to standardize proportions given out.

▪ **Pohnpei Campus**

- The campus is now connected to the primary and emergency electrical line like the hospital. The campus should have continuous power except in extreme emergencies such as typhoons.
- **The academic division is still waiting for the AFT position to be advertised.**
- ACE registration continues to be a problem. The ACE instructors should be the advisors for these students and perhaps a training for these advisors needs to take place before fall registration. The students seem to be doing better in math than in the English sections. Monitoring students in the computer lab is still a problem. Teaching assistants are needed.
- **The library is still closed during the lunch hour since there is only one person in the library. Is it possible for someone from National Campus LRC to help cover the 1 hour lunch time?**
- **The business office/bookstore also experiences the same problem. It is closed during the lunch hour. Students, faculty and staff are unable to purchase snacks or pick up papers from the business office. There are 2 employees in this office.**
- **Pohnpei Campus supply budget is depleting rapidly. At some point, the instructional supplies were combined with the vocational supplies and the budget reduced. Now there is not enough money to purchase the tools and supplies needed to run the vocational programs. Suggestions?**

▪ **Trade and Technology**

- T & T is preparing for a workshop this summer with USDA Forestry and the US Embassy on local Arts and Crafts. The purpose is to involve the community members and explore, share and teach the local crafts and carpentry skills.
- There will be a second workshop on renewable energy with SPC. 2 to 3 instructors and apprentices will participate. The purpose is to gain skills and knowledge so that courses can be developed to teach others. If there is a demand, the college will consider developing a program in maintaining and repairing renewable energy systems.
- **SIS needs IDPs for carpentry, cabinet making, refrigeration and building maintenance.**
- **The electronics program on the PNI webpage is really Telecommunications .**
- The second year of the apprenticeship program is beginning. Eight students continue with this program.
- The entire division is working on enrollment management. The plan is to review how courses are offered, how many students are admitted to programs and when. Eventually, the division would like to minimize overloads, keep students on track for graduation, and improve the quality of the program.

▪ **Education**

- The 3rd year Teacher Preparation Certificate is experiencing lower enrollments this spring. One of the reasons maybe the stricter entrance requirements. The division is looking at the AA degree students and anticipated graduation dates to help determine what will be needed at the third year level.
- One or two instructors are under loaded because of the drop in enrollment of 3rd year classes. If anyone needs assistance, contact the Ed. division. (Maria asked for Gear-up tutors)
- The division is reviewing applications for the art instructor position.
- The division has purchased a printer for the Ed./Soc. Sc. Computer lab to assist students with printing needs.
- **Are there plans to put drainpipes on the covered walkway roof? Now the rain splashes on one's feet and the top half is dry, but one is wet on the lower half.**

▪ **Health Sciences**

- Dr. Ikoli Ilongo is the newest instructor for Public Health. One more position is being advertised.
- **Registration for nursing classes has a small problem. Some of the students have not met**

all the pre-requisite courses, which left 2 students actually ready for the first level. One of those students dropped all the courses. Will we continue to offer courses for that 1 student? DAP requested a meeting with the division chair and nursing to discuss this issue and find a solution.

▪ **Math/Science**

- The division is reviewing applications for the agriculture position.
- SC 111 Environmental Science class is conducting a major recycling project at National Campus in cooperation with Kolonia Town. The class is designing flyers to promote the project, purchasing recycle bins and will conduct statistical analysis on what and how much is recycled.
- A second section of chemistry will be offered during the fall 2012 semester to help meet the demand for lab science courses.
- **Will there be money for summer 2012 contracts with the current financial situation at the College?**

▪ **Director Career & Technical Ed.**

- Grilly reminded everyone to start thinking about different types of bridging programs with the high schools. This is an untapped area of community involvement and revenue for the College.
- The division chair meeting should focus on accomplishments as well as concerns. The concerns should be issues that affect the entire academic affairs department such as enrollment management, advising, quality of programs, job duties, textbooks, etc. Issues that are related to one campus and that should be brought to other departments' attention should be expressed to the campus director.
- The Board of Regents suggested that the College look at cost effectiveness vs. cost benefit during the program prioritization process. These criteria are actually included in the recommended 10 criteria already established by CAC.

Comments/Upcoming Meeting Date & Time/Etc.:

- February 23, 2012, is the next meeting. Sponsor is division

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:

Karen Simion, DAP

Date Distributed:

9/23/11

Approval of Minutes Process & Responses:

Submitted by:

Karen Simion

Date Submitted:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- Faculty/Staff Senate should propose ways to reduce expenditures rather than no yearly increase.
- Add/drop period is too long. Recommend 2 days only. Mandatory first day attendance must be written in the schedule when first published so students are aware when they register.
- Ten faculty members needed for DL pedagogy training.
- Kosrae UB students want to visit classes on March 27.
- Request for FY 2012 first quarter budget expenditures.

- Need closer monitoring of students who early register, but then don't meet pre-requisites.
- Old computers – Old computers are kept in IT shop as loaners when others need repairing, especially with in the division from which they came. If the old computers are not really useful, they may be stripped for parts and/or properly destroyed.
- Observation that the cafeteria is wasting food and this could be one area of savings for the college.
- Personnel issues in the Pohnpei library and business office need to be improved.
- Are there plans for drain pipes on the covered walkways?
- Resolve registration issues for nursing program.
- Will there be money for summer 2012 contracts?

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments