

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

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
10/21/2011	8:00 am	Pohnpei Campus Conf. Room

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	Mariana Ben-Dereas	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:	Jacque Dolberry, Nursing consultant
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Division Updates ▪ Concerns/Requests

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ Updates from DAP <ul style="list-style-type: none"> ○ Health Sciences – 1) The College has been approved to receive JICA volunteers for Public Health and Nursing. The College needs to complete the forms and return them to the JICA office. 2) The Public Health group is interviewing to fill one (1) position. This person should be available for spring semester. 3) Jacque Dolberry visited to share some concerns about students wanting to enter the nursing program. There are 8 students who have degrees in HCOP and PH, and want to enter the nursing program. These students are not eligible for Pell Grant because the grant funds only 2 AA/AS degrees per student. Students already in programs are being encouraged by Financial Aid Office not to change majors as they will run out of Pell Grant eligibility. How or where can students find funding to enter and complete the nursing program. This program is about 3 years by the time a student finishes all the science pre-requisites. New students need to be encouraged to enter nursing (if this is their choice) from the first semester. 4) The nursing program is looking to hire for 2 full-time faculty positions. ○ Business/CIS – 1 & 2) <u>What happened to the FY 2012 supply budget for the Business division?</u> It is only \$1,250 compared to nearly \$7,000 in previous years. All other sections of the budget remained the same. The division needs to buy at least 2 Office 2010 software licenses at \$400 each to update the computers that the CIS faculty use. This would almost exhaust the supplies budget and it isn't even the end of the first quarter. 2) Check again with IT about who should be paying for the software licenses to update the faculty computers. 3) The people rewriting the BU 098 course outline need to make sure to review the textbook. This textbook is the same as for a 100 level course and may not be appropriate for the certificate level. Please consider course level student learning outcomes in selecting the

- textbook or identify chapters used for the certificate level course and the degree level course.
- 4) Where does the money go when the Agriculture club sells a pig when cash is paid and there is no receipt given? 5) The computer labs at Pohnpei campus are not as well monitored as in the past. J. Felix Jr. teaches a computer class there in the evenings and has requested the IT staff to make sure a projector is available. This rarely happens and then the instructor wastes class time finding and setting up the projector. Faculty from Pohnpei campus added that theft (computer mouse) is a serious matter and out of control. Students are being messy in the labs, overcrowding the labs, and spending a great amount of time on Facebook. Phyllis no longer volunteers her time to monitor the computer labs and Cooper and Shaun have three labs to monitor between the two of them. The DAP suggestion was to lock the labs when there are no assigned classes in the labs. Check with Dir. Of IT for other possible solutions. The final request was to limit student access to Facebook more than currently is allowed. 5) DAP needs to provide feedback on concerns at the next meeting.
- **Trade & Technology** – 1) The scheduled Solar Training has been postponed to the end of the fall 2011 semester or Easter break in the spring. 2) JICA sent a volunteer with expertise in telecommunications. This person is getting oriented to the programs this semester and will be the technical advisor on projects conducted during the spring semester. 3) T & T has requested assistance from the maintenance division to renovate part of the first floor into some office space for the electrical certificate faculty. 4) Program Review process should be more of a collaborative effort than one individual writing the review. It is difficult to be objective when reviewing one's own program. Some of the data is difficult to get from IRPO, so is it okay to gather your own data? Should the DAP and DVCCE be providing input on the program reviews? Feedback on previous program reviews has been non-existent. *The division can decide how the program review paper is put together- one person or several in the division. For sure, the drafts should be shared with the entire division for comment before sending the document to the appropriate committee. The DAP/DVCCE may also be asked to comment on the document before it goes to a committee. DAP recommended that as much data as possible should be provided by the IRPO office. This is the office which reports to agencies outside and represented data should be the same in all reports. On special occasions or where the College has difficulty collecting data (job placement, where graduates go, etc) the individual division may have better access or connections with alumni. The program review process needs to be evaluated, especially with the program prioritization process being implemented. Improvements can always be made. The College is also trying to improve providing feedback on documents such as the program reviews and assessment. The main group to provide the feedback is the Curriculum and Assessment Committee (CAC). Other committees should also be reviewing these documents or at least the recommendations and providing feedback.* 5) Division Chair (IC) responsibilities seem much heavier now as changes are made at the College. Perhaps the positions need to be advertised as administrative positions rather than teaching positions. A revised list of division chair (IC) duties was proposed in early summer and is waiting for CAC review and approval.
 - **Hospitality and Tourism/Business PNI** – 1) What is the status of Joyce Roby? *DAP will follow-up with HR Office.* 2) Classroom space is a concern at this time with the Blue Plate Café opening to the public this week. That space was used as a class room, but this is no longer possible for at least one class. Ms. Perman has found some creative solutions for this semester, but needs something more permanent for spring semester. The HTM student club continues to conduct fundraising events to support their experiential learning/program promotion trip to Kosrae at the end of November. Ten students will be participating in this experience.
 - **Pohnpei Campus IC/VC/Dir.** – 1) Emmanuela Garcia has been appointed as the acting IC while Maria Dison is the acting campus director. Emma was on a fieldtrip with students and unable to attend this meeting. 2) Pohnpei campus would like clarification on who is

responsible for short-term trainings. The campus has PCTI which has been responsible for short-term trainings the past several years and the policy in the Curriculum Handbook says instructors, divisions, a training institute, an administrator or a concerned citizen may propose a short-term training. An agreement on the process of initiating and implementing short term trainings at this campus needs to be established.

- **Language and Literature** – 1) Ms. Pappas organized a music interlude with faculty and staff providing a variety of entertainment on Oct. 19. 2) The English lab just received 30 new computers and IT has 28 up and running. The lab was used by SDSU students for one week. 3) The division is preparing to interview applicants for the 2 open positions in the division. 4) There was a disagreement between on faculty member and one volunteer. Nothing was really handled. *DAP will speak with the division chair where the volunteer is and see about organizing a workshop on conflict management.*
- **Education** – 1) Teacher Corps just received 20 new laptops for student use. 2) Applications for 3rd year are in and the essays need to be scored. This should be done before next week. 3) 17 students are finishing their student teaching/internships this semester. 11 students are student teaching and 6 students are interns. 4) A workshop for master teachers and principals was completed on Oct. 22 with 30 participants.
- **Social Sciences** – 1) There is no one to revise the Trial Counseling courses. Mariana feels comfortable to write the course outlines with assistance from the part-time instructors, but not to decide on the assessment strategies. *DAP will contact Caroline Baird, a part-time instructor in the program, to see if she is interested.* 2) Is it true that John H. may be transferring to Chuuk campus? 3) The Social Science club went to PICS to promote the College and recruit students for the Micronesian Studies program.

Comments/Upcoming Meeting Date & Time/Etc.:

- November 24, 2011, is the next meeting. Sponsor is Education 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:

- Complete JICA application for PH and nursing faculty request – Karen and Paul.
- Continue inquiries about Business Division FY 2012 supplies budget. - Karen
- Work with IT & Bus. Div. to update faculty computers.
- Inform Dir. Of IT of computer labs at PNI campus.
- Revise IC and Division chair duties – CAC, DAP
- Follow-up with the status of HTM faculty – DAP
- Clarify process for short-term training – DVCCE
- Resolve volunteer conflict and arrange for conflict management training. - DAP

- Find someone to revise Trial Counseling courses. DAP

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