

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

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
09/22/2011	8:00 am	Blue Plate Cafe

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:	none
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Agenda/Major Topics of Discussion:

- Updates from DAP
- Division Updates
- Concerns/Requests

Discussion of Agenda/Information Sharing:

- **Updates from DAP**
 - FY 2013 Budget Preparation – A proposal is before Curriculum and Assessment Committee (CAC) which describes a process for prioritizing programs and resource allocation at the College. This is the first step in budget preparation. This process should be completed by Nov. ICs and Division Chairs can begin preparing the 2013 budget with current salaries and those items that don't change. If a program is asking for additional funding, this will depend on the results of the prioritization process. In addition, some programs will be identified for decreased funding.
 - Entrance Criteria – The results of the ACE assessment have a recommendation that the College entrance criteria be changed to the original proposed criteria. The recommendations and findings of the certificate program reviews support the idea that students are not ready for college level and even certificate level in most cases. If this proposal is adopted, the College will also need to inform high schools early and plan on ways to assist the elementary and high schools with ways to better prepare students. A discussion later mentioned graduation rates and what might be done to improve the graduation rate. Suggestions such as raising the entrance criteria, capping enrollment into programs with limited faculty, improving advising and make sure students are taking courses which lead to graduation, and working more closely with student services.
 - The VPIA office has some money that was refunded from a group trip earlier in the year. Who needs a heavy duty copier? Business and T & T responded immediately. VPIA office will try to accommodate at least one request. The T & T group reported they have a class where copiers are repaired. It might be nice in the near future to designate one position at the College for a full-time copy repair person, since it is difficult to get repairmen to come from

- the community.
- The AHEC sponsored EMT training will have a graduation ceremony on Friday, Sept. 23, at 11:00am for 20 students. This even is at the Governor's conference room.
- **Business/CIS Division**
 - Business Division requests that one person be designated as a program coordinator for the Business courses. The division chair was hired to teach computer courses and doesn't know as much as the others about the business courses. DAP suggested a proposal be sent to CAC for recommendation.
 - CA 100 should have a pre-requisite of ESL 089. The division chairperson is teaching on section of CA 100 to certificate level students and the students are unable to complete individual assignments because they can't read the text book. DAP recommended this be added to the course when it goes to CAC for other revisions.
- **Health Sciences**
 - All in the division continue to work on course outlines and will try to meet the deadline of Sept. 30, 2011, for submission to CAC.
 - Public Health is working to hire two more faculty members. I group of applicants will be ready for interviews next week.
- **HTM/Business**
 - This group is also working on course outlines. With only a few faculty members in the division, it may be difficult to finish all outlines on time.
 - HTM students are planning an experiential learning trip to Kosrae on Nov. 11. The ten students will spend at least one day working in one of the resorts in all areas such as front desk, the restaurant, and room service.
 - Berman Aldis from R & D Tourism was a guest lecturer for the HTM classes.
 - Debra Perman will be traveling to Kapiolani Comm. College to meet with the HTM faculty there for ideas on improving the program here and establishing contacts for continued dialogue.
 - The Bookkeeping courses are very full and there is a shortage of textbooks. The instructor is being creative to make students have access to the necessary material for the course.
- **Math/Science**
 - The course outlines for the division are more than 50% complete. HCOP just turned in the program review for 2011.
 - The Agriculture instructor is requesting one more full-time instructor for spring semester. This is also noted in the Ag. Program review and assessment.
 - There may be a need for a third section of MS 101 in spring with 7 sections of MS 100 this fall. DAP reported that not all students need MS 101, but will keep this in mind. The division chair needs to monitor for the need during early registration beginning Oct. 31.
- **EARLY REGISTRATION IS OCT. 31 – NOV. 4**
- **Language/Literature**
 - The division has 3 positions open and they plan to interview applicants in two weeks.
 - The division also requested an extension for submitting course outlines with a large number to be revised. The DAP did not extend the deadline which was set by CAC. The reason is that the next deadline would not be observed either from past experience.
- **AC/VC Pohnpei Campus**
 - Assisting with course outline revision for T & T Gen. Ed. courses by asking English and math faculty to write specific outlines.
 - The instructional budget was divided into the two divisions and then the English and math are under the IC budget for now. The entire instructional budget from Pohnpei campus will now be incorporated into the VPIA budget.
 - The AC/VC is still feeling a little lost as to what are the responsibilities of the position. Grilly Jack agreed to meet with Maria to draft the job description for the VC. It would be

- nice for the ICs to have copies of the organizational charts and decision grids. DAP will check with VPAS for printing of these documents.
- There have been textbook shortages for many courses since the enrollment is more than expected. One result of this is an increase in thefts on campus. Common items stolen are textbooks and cell phones. Many incidents go unreported to the security by the students.
 - The current World Teach instructors are doing an excellent job this semester. IC is very pleased with their performance so far and will write a letter to the director stating this.
- **Trade & Tech.**
 - The division chair is very busy evaluating all 14 instructors in the division. The enrollment in T & T courses this fall exceeds 300 students.
 - One major concern is that students are not taking courses in the declared major. This delays graduation and wastes the student's time and the instructor's time. Some solutions are to cap enrollment in programs, request that student services not advise students to take courses outside the major just to be full-time, and try to schedule courses for easier completion.
 - There is a great need for a Career Placement Center. Now the instructors are helping students find jobs, but the instructors don't really have the time to devote to this and do a good job. Student services should be leading this effort with the assistance of the faculty. Tracking students after graduation is also a problem and the College doesn't currently have a productive method for this. One suggestion is to have students list a contact email address (yahoo or gmail, etc.) on the exit form. Then program coordinators can send emails to find out what happens to students.
 - T & T is requesting an Apprenticeship coordinator position among the current faculty. This position will be given 3 contact hours release time. DAP said to send the proposal to CAC.
 - **DVCCE**
 - The College also needs to focus on meeting with DOE for bridging activities. Pohnpei schools are revising curriculum and there should be a COM representative on the committee to help influence the curriculum so that it aligns with the College and students are prepared before getting to COM. Another area is to work more closely with the TRIO programs which are sponsored by the College.

Comments/Upcoming Meeting Date & Time/Etc.:
 ▪ October 27, 2011 is the next meeting. Sponsor is Lang. Lit 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
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Approval of Minutes Process & Responses:

Submitted by:	Karen Simion	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- Business Division to submit request for program coordinator and CA 100 pre-requisite to CAC.
- Grilly Jack to meet with AC/VC to draft job description of VC.

- T & T to submit request for Apprenticeship coordinator to CAC.
- DAP to request printed copies of organizational chart and decision grids
- DAP to share concern of OAR/Student Services personnel providing students with poor advising with the Registrar. DAP will also request revision of the student exit form to include email contact for tracking graduates.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments