

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

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
8/2/2010	2:00pm	BOR Conference Room

Members Present:			
Titles/Reps	Name	Present	Absent
VPIA or designee*	Jean Thoulag		X off-island
Director, Academic Programs**	Karen Simion	X	
Chair, Agriculture/Natural Resources	Kiyoshi Phillip		X
Chair, Business Administration	Joe Felix, Jr.	X	
Chair, Education	Robert Andreas	X	
Chair, Exercise Sports Science	Roldan Laguerta		X
Chair, Languages & Literature	Resida Keller	X	
Chair, Math and Sciences	Brian Lynch (Snyther Biza)	X	
Chair, Social Sciences	Mariana Ben-Dereas	X	
Chair, Hospitality & Tourism Management	Howard Rice		X

Additional Attendees:	Dr. Cuboni
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Registration ▪ Accreditation Report ▪ Instructional Master Plan ▪ Information sharing ▪ Regular meeting schedule

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ Registration – Registration is Aug. 9 – 11 and will be held in the practice gym. Placement in English and math for all new freshmen has been identified. Each division will need to have at least one person in the gym to assist with registration. 4-5 instructors will assist the new freshmen and the DAP will assist the continuing students. ▪ The accreditation report is back from ACCJC and the College has been put on warning status with 6 recommendations to meet before March 2012. A follow-up report is due to ACCJC by March 2011. The report stated the assessment is ongoing, but not yet fully institutionalized as a way of day-to-day business. We must be at the proficient level by 2012. Instructors were complimented for their hard work and encouraged to continue working on assessment. All division chairs were provided copies of the report and asked to share it with their respective divisions. ▪ Instructional Master Plan – VPIA will be leading a working group to formulate the instructional Master Plan. Division Chairs will be a part of that and if there are others in the division who are interested, they should inform the DAP. ▪ Information Sharing: <ul style="list-style-type: none"> ○ Presidential Retreat was moved to Sept. 22-24. ○ The BOR will meet the week after the Retreat. ○ Remember to file timesheets correctly with faculty that report back to work late. ○ DCR office is publishing a monthly newsletter. If you have news worthy items submit them to Joe Saimon through the DAP or VPIA. ○ Spring student evaluations of instructors have been sent out.

- **It would be nice for faculty to evaluate supervisors up to the VP level and/or have a means to make suggestions for improvement.**
 - Social Science – the podium in room B101 needs repaired.
 - Agriculture – Still waiting for the projector for the Smart Board in his classroom. **Should start considering a classroom for food processing which is part of the new Agriculture and Natural Resource Program.**
 - Math/Science – the doorknob for A204 is difficult to open.
 - Lang./Lit. – Need assistance with scoring last year’s speeches to finish the Liberal Arts assessment project. The division is very short on instructors. The Writing Center was given a large donation of books so it is now a Reading/Writing/Study Center.
 - PHTP – PH 316 will need mentors for the students who enroll. Dr. Cuboni has been approached with multiple grant opportunities and the “Pacific Health Dialog” should be available soon. This is a journal with health articles related to the Pacific area.
 - When will National campus get new desks and chairs?
 - **Is it possible for division chairs/program coordinators to have view access in SIS to all students majoring in the respective programs/divisions?**
- The division chairs decided to meet the first Thursday of each month at 8:00 am. Each division will take turns providing small snacks. The Oct. meeting will be on Oct. 14 instead of the first Thurs.

Comments/Upcoming Meeting Date & Time/Etc.:

- September 2, 2010; 8:00 am BOR conference room

Handouts/Documents Referenced:

Accreditation Report

College Web Site Link:

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Prepared by:	Karen Simion, DAP	Date Distributed:	8/20/10
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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:				
1.				
Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments