

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

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
9/2/2010	8:00pm	Cliff Rainbow Restaurant

Members Present:

Titles/Reps	Name	Present	Absent
Director, Academic Programs**	Karen Simion	X	
Chair, Agriculture/Natural Resources	Kiyoshi Phillip		X
Chair, Business Administration	Joe Felix, Jr.	X	
Chair, Education	Robert Andreas(Represented by Susan Moses and SylviaHenry)	X	
Chair, Exercise Sports Science	Roldan Laguerta		X
Chair, Languages & Literature	Resida Keller	X	
Chair, Math and Sciences	Frankie Harriss		X
Chair, Social Sciences	Mariana Ben-Dereas	X	

Additional Attendees:	None
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Agenda/Major Topics of Discussion:

- Information Sharing from DAP
- Division Chair Responsibilities
- Changing days of meetings
- Reports from each division

Discussion of Agenda/Information Sharing:

- **Information Sharing:**
 - President’s Retreat is scheduled for Sept. 22-24. Very important issues will be discussed about the future structure of the college. Please arrange to be in attendance at least part of the time. **A large number of rumors are circulating about the job audit recommendations. There seems to be a sense of frustration and anger about not really knowing what is being planned. The faculty members are requesting more transparency with the results. It is taking too long to get the information out and employees feel like the administration is trying to keep secrets.**
 - Instructional Master Plan has been drafted and will be sent to division chairs, ICs and campus directors. Along with the draft will be a set of questions about the plan to collect information from the college community and outside stakeholders.
 - Best Practices Training is still in progress of securing funding, but planned implementation is Sept. 12 – 25. John Kongsvik from the School of International Training will be the trainer and will visit each campus 3 times during the semester (Sept., Oct. and Dec). Each visit will entail a 6 hour face-to-face training with implementation and reports due back to Mr. Kongsvik between visits. A final presentation is made to each faculty’s respective division. Each participant who completes the requirements will receive graduate credit from SIT.
 - Jon Berger has requested to sit in on one division meeting to introduce himself and describe his role as assessment coordinator. Please inform him of meeting dates.
 - Frankie Harriss has been appointed the new division chair for Math/Science. However, she has labs on Thursdays and requests that we move the meetings to Tuesdays. Each member agreed to the move. Education division will inform the division chair of this change.

- The Division Chair responsibilities listed in the faculty handbook need to be updated. They haven't been reviewed for a number of years and as the college changes, so have the roles of the division chair positions. DAP will draft a new set of responsibilities with input from division chairs at all campuses and propose to the appropriate committees for recommendation and approval.

INFORMATION/CONCERNS FROM DIVISIONS

■ IT Issues

- Office 2007 is taught in CA 100 class. If the instructors give homework, students cannot do homework in the Library because the Library computers have Office 2003 software. The Library computers need to be updated as soon as possible if not yesterday.
- Can IT regularly schedule preparation (checking, updating, cleaning) of the CIS lab at the end of every semester? If IT waits until the semester starts, it delays classes because the computers are not ready for student use.
- Divisions are again asking for the discs for printers so they can connect printers to new or different computers within the division. This request was made last spring with no result or answer.
- Who is responsible for updating programs on faculty/staff computers? Should IT do this or is each division responsible for purchasing the software and updating?
- Process to request equipment from IT for instructional use –
 - Address a memo to IT Committee attaching specifications or sample PO
 - Justify the reason for the purchase
 - Memo goes through DAP, VPIA, endorsed by VPA to IT.
- Division chairs were wondering if the process to request equipment from Tech Fee is valid since the IT committee rarely meets. If it does, the faculty representative is not informed because the report is that the committee does not meet very often.

■ Instructional Issues

- What is the qualification for a computer instructor? Can a person with an AA/AS teach? It was explained that CA 100 is considered as a vocational course and can be taught by a vocational instructor. Vocational instructors have different qualifications than academic instructors. However, a vocational instructor must still have qualifications related to the teaching position which means certification of some in the area and experience teaching at the post-secondary level. The hiring process for full-time instructors includes several check points to make sure instructors are qualified. The first is the personnel requisition form which lists the qualifications for the position. This form is reviewed by the division chair, IC, and VPIA before going to the Human Resource Office. The ad hoc committee is formed to review applications and determine who meets the qualifications listed in the job announcement. The recommendation from the ad hoc committee is reviewed by the VPIA again before going to the Human Resource Office and the President for approval.
- Students taking CA 105 that transferred from Pohnpei Campus are not prepared for the course. Several of these students took CA 100 during the summer and studied only Microsoft word and PowerPoint. They should have had Excel as well. Now they are having a difficult time in CA 105. DAP encouraged the division chair to complete work on the pre/post test for CA 100 assessment which may assist in more consistent teaching across campuses. DAP will share this information with the IC at Pohnpei campus.
- Language and Literature proposed reducing the enrollment cap on writing classes from 20 to 15. The division would need to be fully staffed so enough sections could be offered to meet student needs before this can happen.
- Languages and Literature division asked about changing the qualifications for music

- instructors since most applicants with master's degrees usually indicate a desire to build a music department or that there might be more opportunity at COM-FSM than there actually is. The same question was then raised in regards to an art instructor. This led to another question about which division art and music really belong to. The qualification issue should be proposed to curriculum and personnel committees, and where the courses belong is a curriculum issue.
- If a division wants to offer a course that has not been taught for several semesters, the first step is to make sure the outline is current. Then the division should determine the need for the course and request to have it placed on the schedule.
 - Faculty requesting to take field trips should complete the "Field Trip Request" form at least one to two weeks prior to the field trip. If transportation is required and the time falls outside the working hours of the driver, then the division must request in advance and pay the overtime for the driver. The field trip form is attached to these minutes.
 - Early deficiency warnings should be submitted to the division chair and up to the DAP. Instructors can assist in helping these students by referring them to the A+ center now for tutoring. DAP will request the A+ center to distribute the schedules of available tutors. Other news is the Student Services Support Program (SSSP) will end September 30, 2010.
 - If one division knows that courses from another division will be in demand, please inform that division chair. For example, education majors need social science courses. If it is determined that there are 20 students needing World History, the Education chair person should notify the Social Science division to add a section for the next semester.
 - GRADING: A preliminary discussion has begun on the topic of accepting the grade of "D" as an acceptable grade. If the college should decide a "D" is not acceptable, then does that mean that anything below a 70% is failing and we only have the grades of A, B, C and F? The grade of "D" does not transfer to other colleges and should a student be allowed to graduate with a "D"? Some early suggestions were to require a "C" in any course that is a pre-requisite for another course, and to require a grade of at least a "C" in major courses. Spring and summer enrollment reports which have course completion rates with both A, B, C and A, B, C, D are attached. The other issue with grading is what happened to + and -? There is a huge difference between a 98% and a 90%. Some faculty believe a distinction should be made even in the gpa awarded to a + or -. Each division should discuss this issue and the DAP will send the questions and comments to ICs for discussion at the state campuses.
 - REQUEST TO CHANGE GRADES: Faculty complained that many students are going to instructors to ask that their grades be changed so they can graduate. When the faculty member asks the student why they came or who sent them, the common reply is someone from the admission office. Faculty feel very uncomfortable with the admission office giving the impression that faculty give grades rather than students earning grades. Also, Admission Office personnel continued to advise students, often poorly, during the registration process. Several faculty and the DAP were approached by students requesting signatures on add forms where the student was already registered but needed an advisor signature. When asked, the student informed the advisor that personnel from admission office told them to take the class.
 - A working group from the personnel committee and the curriculum committee will be formed to propose a policy for instructors teaching online courses and how they should be compensated and how the load should be counted.
 - Financial Aid Office scheduled the workshop for students interested in work-study 10:00 am to 12:00pm which is when most classes are scheduled. Many students requested permission to miss class to attend the workshop because if they didn't, then the student would not be eligible for work-study. Faculty members were frustrated again because there is an open time on MWF so workshops such as this won't interfere with classes. This put the students in a difficult situation because many need work-study to meet personal needs, but also the student

- cannot afford to miss class.
- Education division continues to struggle with teachers registering only during the regular registration time and with little or no prior information from State DOE. The division chair met with DOE beginning last February to start a dialogue on teachers taking summer classes. A list arrived along with 200 teachers the first day of summer registration. A meeting was schedule early in the fall semester to discuss issues concerning DOE and the division. The meeting has been postponed 2 times already. This has been an ongoing problem for a number of years. The division continues to look for solutions.
- **Textbook Issues**
 - **Spring and Summer textbook orders are due in asap.** (Not later than Sept. 24)
 - It is still difficult this semester to get accurate information from the bookstore. Faculty members are told that textbooks are in the warehouse, but when it comes time for students to buy the book, the book is not available. If the faculty member had been made aware of this, the book could have been ordered ahead of time. Book orders are still arriving and it is 3 weeks into the semester so faculty members are furiously copying chapters again. (Social Science and Ed.)
 - Division chairs need assistance in ordering, or requesting with orders, instructional materials that go with the textbooks. Is it possible for the bookstore to assist more in this area? The division chairs would also like to be notified when a new edition is ordered.
- **Admissions/SIS Issues**
 - Division Chairs are requesting access to the IDPs of the students majoring in programs within that division. Often a division chair is available to advise a student when the other assigned advisor may be in class. Access would also allow the division chair to plan more informed scheduling of classes knowing what students have taken and what they need to take. The division chairs are also requesting access to class lists especially when there are a number of part-time faculty in the division. How soon will access be available?
 - Education division is requesting that especially teachers who began attending COM before 1994 have their records input into the system. Accurate advising cannot take place if the entire record is not available to the advisor. Often these teachers don't register until the regular registration and then the admission office staff are way too busy to pull out a paper file for the information.
 - The education division has been assisting Partnership BA students register for the UOG courses and meet requirements for student teaching. The students must submit transcripts to UOG several times. There have been several incidents where the same student will have different information on the transcripts from COM. The students are concerned because the information affects if they are eligible for the student teaching and graduation. UOG is beginning to wonder what information to follow and this makes COM look incompetent. Please review official transcripts carefully for errors before they are sent to other institutions.
- **Maintenance Requests**
 - What happened to the blinds for the windows in the science labs, social science rooms and the education classrooms? Bids were made, measurements taken and then nothing.
 - Still need chairs in B105.

Comments/Upcoming Meeting Date & Time/Etc.:

- October 12, 2010 – next meeting/Soc. Sc.; Nov. 2, 2010 – Bus. Div.; Dec. 7, 2010 – Lang./Lit Div.

Handouts/Documents Referenced:

- Spring and summer enrollment reports (attached)
- Field Trip Request Form (attached)

College Web Site Link:
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Prepared by:	Karen Simion, DAP	Date Distributed:	9/3/10
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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:
<ol style="list-style-type: none">1. Discuss IT issues with the Director of IT including access to SIS2. Send information about CA 100 students to Pohnpei campus3. Distribute fieldtrip request form4. Request schedule of A+ tutors for this school year.5. Meet with Director of OARR to discuss misadvising, transcripts and SIS access.6. Form working group to develop distance learning policies and compensation7. Share information related to Student Services with VPSS8. Division Chairs and ICs to submit textbook orders for spring and summer9. Share concerns with bookstore manager10. Follow-up on maintenance requests.