

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

<b>Committee or Working Group:</b>	<b>Division Chair</b>
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
10/12/2010	8:30 am	Kia's Restaurant

**Members Present:**

<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
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	Frankie Harriss	X	
Chair, Social Sciences	Mariana Ben-Dereas	X	
Public Health	Dr. Giuseppe Cuboni	X	

**Additional Attendees:**

**Agenda/Major Topics of Discussion:**

- Updates from DAP
- IT issues
- Division Updates
- Job Audit implementation

**Discussion of Agenda/Information Sharing:**

- **Updates from DAP:**
  - Next Best Practices Training will be Nov. 11 for National and Pohnpei Campuses. The training will be a daytime training since it is a holiday, but there will be a lunch break with lunch provided. The final training will be sometime between Nov. 30 and Dec. 14.
  - Budget preparation for FY 2012 will begin soon. Each division will need to submit assessment reports for school year 09-10 and assessment plans for school year 11-12. The column on the performance budget labeled Key Outputs should contain program learning outcomes with only one or two program improvement outcomes.
  - Faculty cannot withdraw students for failing a class, but for absences only. The faculty withdraw form does not indicate this so it should be revised. This process will start with the curriculum committee.
- **IT concerns** are still unresolved. Division's feel they should not be the ones to purchase software to update computers. It was asked if the Tech fee could cover this. It was reported that students feel that they don't get their \$100 tech fee worth of service from IT when computers on campus don't work or programs are outdated. Finally, since requests for Tech fee go to the finance committee, the faculty representative on that committee should be selected with care and be responsible.
- **Division Updates**
  - **Business Division** – A request was put in to have extra lamps for the SmartBoard projectors on hand. New lamps are not ordered or purchased until one burns out. This causes a delay in use of the Smart Board and ultimately affects student learning by having to resort back to less effective ways to teach.
  - **Social Science Division** – **1.** Lucia Donre has been shadowing with Delihna in Sociology. What is the procedure to move the vacant position back to Social Science division and how is a transfer within the College handled? **2.** Michael Coleman had to resign from teaching this

semester, but Sam Bailey from the FSM Supreme Court is able to take over the class. The FSM Supreme Court now has 4 attorneys who are able to assist in teaching the Trial Counselor courses. They will be available during the regular working hours to teach. If an attorney teaches after working hours, should we pay them?

- **Education Division - 1.** Work is being done to update the education student data base to make better decisions on scheduling. The division will be sending information on how many students may be needing courses from other divisions such as EN 201, SS 170, etc. **2.** The division is working on better control of admission into the 3<sup>rd</sup> year program and monitoring of success as students move through the program. The curriculum committee should be reviewing the new proposal soon. **3.** A few changes to spring schedule will be sent via email.
- **Languages & Literature** – Is it possible to move a part-time person into a full-time position without the regular process of advertising, interviewing, etc.? 4 positions are still empty, not including the music position.
- **Math/Science** – **1.** Information on field trips should be shared so that two different courses don't take students to the same site for a field trip. An example would be students who take Environmental Studies and the Pacific Island Environmental Studies class. **2.** Must a faculty member serve on a committee? What if that faculty person has an overload or simply refuses? Would we want a faculty member on a committee if they don't want to be there? Faculty workload and evaluation should reflect these concerns. If a particular faculty member has an overload, manages grants, and coordinates assessment projects, the member may not be asked to serve on a committee that year. If a faculty member was given an opportunity to serve on a committee and simply refused, that should be indicated on the evaluation (\_\_\_ was asked to serve on \_\_\_ committee, but refused the opportunity). **3.** It would be nice to see office hours posted on office doors rather than next to the desk. Students or other faculty do not always have access to papers posted by desks. **4.** It seems appropriate to offer a more student centered schedule where a class is offered on MWF OR TTH and not just on MWF. Faculty members in the division have refused to cooperate with this. The DAP asked to be invited to the next division meeting to address this issue.
- **Public Health** – **1.** A recommendation was made to elect a chair of the division chairs so that the group could be more visible and vocal on committees such as the curriculum committee which should be chaired by a faculty member. There was no further discussion on this recommendation. **2.** A question was raised about the accreditation committee and the standard's committee. Why are there two groups working on essentially the same thing? The President appointed faculty to chair each standard, but nothing has happened? **3.** PHTP program now has 3 full time instructors, 2 part time instructors, and 15 majors at National campus and 31 certificate students at Kosrae campus. **4.** Thank you to the mentors for the PH 316 research class. **5.** Dr. Cuboni is willing to sit on the sponsored program committee. He would like to propose that the College to provide some type of encouragement to those who bring in grant money.
- **Job Audit comments:** With the potential changes in division chair responsibilities, the compensation package needs to be reviewed. The process is the curriculum committee can make a recommendation to the personnel committee. There are questions about the implementation of the new pay scale and it doesn't seem fair to those who have been with the college for a number of years to possibly get only a 1% increase if they are already close to the 20<sup>th</sup> percentile. Implementation needs to be transparent.

**Comments/Upcoming Meeting Date & Time/Etc.:**

- November 2, 2010 – Business Division will host this meeting

**Handouts/Documents Referenced:**

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<b>College Web Site Link:</b>
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<b>Prepared by:</b>	Karen Simion, DAP	<b>Date Distributed:</b>	10/18/10
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<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
<ol style="list-style-type: none"><li>1. Divisions need to submit 2009-2010 Assessment reports/program reviews asap</li><li>2. 2011-2012 Assessment plans are due in with budget preparation</li><li>3. Best Practices Training next session is November 11, 2010</li><li>4. Request extra lamps for smart boards from IT</li><li>5. Faculty withdraw form for revision</li><li>6. Full time position moved back to Soc. Science</li><li>7. How to Transfer employees within the college</li><li>8. DAP to attend next Math/Science division meeting</li><li>9. Accreditation questions to ALO</li><li>10. Job Audit concerns to HR</li></ol>

<b>Action by President:</b>				
Item #	Approved	Disapproved	Approved with conditions	Comments