

**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>
11/02/2010	8:30 am	Cliff Rainbow 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
- Division Updates

**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.
  - Workshop for budget preparation for FY 2012 is ongoing today and ends Wed. 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.
  - Early Registration is scheduled for Nov. 8 – 19. A new course selection form has been distributed by OAR.
  - Jean Thoulag, VP/IA, is scheduled to be off-island from Nov. 8 – 21. The first week, she will be attending the PPEC meeting on articulation with UH system and other Pacific institutions of higher ed. The second week she will be in Chuuk for PIALA and a campus visit.
  - The DAP is scheduled to go to Chuuk, Nov. 16 -20 and Yap Nov. 20 – 24 for COMET testing at the state campuses.
  - Preparation for 2011 – 20 13 school calendars – Calendars should include items such as the President’s retreat and budget workshops so faculty can plan ahead and work these important dates into the semester plan. Once dates are set, they should not change without at least 2 weeks advance notice.
- **Division Updates**
  - **Public Health** – Kosrae now has 35 students registered for the COA in Public Health and Chuuk and Yap are requesting courses. The plan is for one person to visit each state to mentor or start the public health course and then the person on site will take over with continued mentoring the first semester. Thank you to the mentors for PH 316 as there are 9 research studies being conducted at this time.
  - **Agriculture** – The program is now called Agriculture and Natural Resources. There is a

need for a second instructor with the additional new courses and an increase in majors. The division chair was advised to provide assessment and program review to support a new position within the division. A suggestion was made to request part time instructors from CRE.

- **Education Division** – The division continues working a name change for the AA degree to AA in Pre-Teacher Preparation indicating that two years of college does not make a person a classroom instructor. The division will continue to ask FACS0 for updates and maintain a communication link as work continues on the issue of teacher certification in FSM. The positions for an Art instructor and computer lab technician are being advertised. Education division requested additional courses for the schedule to accommodate the BA student needs. Thank you to the other division for their cooperation. The Early Childhood Education program is on hold until it is reviewed and revised to match the direction of ECE in the FSM.
- **Business Division** – The division typically runs out of space to hold classes now that the accounting classes are 2 hours long each day. It takes time to use a room not used by others in the division as they have to set up a computer and projector. Each room should be equipped with a projector to save time. The division also requested that special contracts not be based on the part time instructor rate, but on the current salary. This is a major policy change and should be addressed first in the personnel committee. The changes from the job audit and review of special contracts may address this issue.
- **Social Science Division** – The division has a new position and as a result there are a few schedule changes. These will be sent to DAP via email.
- **Languages & Literature** – All 4 positions and the music position are now closed and the division is working on interviews and recommendations. Hopefully, all positions will be filled by spring semester. Monica Rivera, Magdalena Hallers and Sylvia Henry are attending the Annual Language Arts Conference at UOG, Nov. 4 – 7.
- **Math/Science** – The chemistry position has been offered to Kathy Hayes and official hiring is pending while original documents arrive. The position for a marine science instructor is closed and there were 11 applicants. Also, the math position is closed and there is a potential of 8 candidates for that position.
- **DVCCE** – Grilly Jack briefly explained the Trade and Tech. programs along with initiatives for continuing and community education. He is willing to work the individual division to offer short term trainings such as computer trainings, specialized accounting trainings, education strategy type trainings, etc. to establish connections with the community. There is a good relationship now with FSM Telecommunications and Pohnpei DOE. Oceanic Sports Education Program/FSM-NOC and the College are collaborating on training community coaches and prevention of HIV.
- **IRPO Requests** – The divisions need accurate, up-to-date information on a job market survey, employer satisfaction survey, and transfer student information. DAP requested division to indicate what type of information is needed and a format that is useful to IRPO to assist with data needs.
- **Assessment Reports/Plans** – Anyone needing assistance in writing either reports or plans can contact Jon Berger or the DAP.

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

- December 7, 2010 – Languages & Literature Division will host this meeting

**Handouts/Documents Referenced:**

**College Web Site Link:**

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<b>Prepared by:</b>	Karen Simion, DAP	<b>Date Distributed:</b>	11/05/10
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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>
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1. Follow up on computers for the Soc. Sc./Ed. lab
2. Calendars should include dates for annual meetings such as the President's Retreat

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