

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

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
01/11/2011	8:00 am	KIA's

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	Sue Moses	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	Emily Pedneau	X	

Additional Attendees:

Agenda/Major Topics of Discussion:

- Updates from DAP
- Division Updates

Discussion of Agenda/Information Sharing:

- **Updates from DAP**
 - Textbook orders for Fall 2011 are due in by Feb. 15, 2011. These must be accompanied by a course listing.
 - Course schedules are also due in by Feb. 15. These should be for Fall, Spring and Summer along with textbooks for each course. Schedules should reflect what students need and then we make sure we have instructors to cover all the courses. Is it possible to have mandatory first day attendance? The possibility for this lies in publishing a year-long schedule and indicating in that schedule which courses require first day mandatory attendance for those who register early or during regular registration. Mandatory first day attendance would then be designated in the course syllabus attendance policy also. This also needs to be addressed with the RAR office and policies.
 - It is time to publish the catalog again. Please check programs in the catalog and other relevant information for changes that need to be made. **Public Health and Agriculture programs need to be updated in SIS.** Please check with faculty in your division about continuing to start classes on Thursday or do they want to change back to starting on Monday. It was suggested that 1 – 2 days for preparation before registration begins are in the schedule for the spring semester. It would be helpful for planning purposes that once the calendars are made, that everyone adheres to the dates and deadlines.
 - Computer Lab alert – IT has requested that faculty be more responsible for equipment. Sometimes the Smartboards are left on and this tends to burn the lamps in the projector. These must be turned off at the end of each day. IT has also noticed that students are picking up the mouse and walking off with them. Finally, graffiti is becoming a serious problem. This request included someone to monitor the B102 lab between classes or lock the door. This lab tends to be where most problems occur.
 - The first group of ACE students has finished. They are now entering the first semester of degree work and an assessment report will be completed on ACE by May. ACE students take

an exit test which is the same as COMET and must place into 100 level courses. Therefore, ACE math (MS 092) is the same as MS 099 and ESL 092 is the same as ESL 089 and 099.

- **Important Dates:**
 - January 17, 2011 – Curriculum Committee meets
 - Feb. 15 Follow-up Report due for WASC/ACCJC
 - Feb. 28 – March 4 – Program Review Workshop in Hawaii
 - March or April – Follow-up Visit from ACCJC

▪ **Division Updates**

- **Agriculture** – Request that the IDP for the new Agriculture and Natural Resources program be input in SIS.
- **Business Division** –
- **Education Division** – 1. Summer school begins 2 days before Pohnpei elementary school graduations are over. Exact dates will be provided, but can the summer session be adjusted to accommodate this situation. These dates should also be considered when the new calendars are determined. 2. Robert Andreas and Harvey Segal are ill. 3. Sylvia Henry will be coordinating the Teacher Corps program. 4. The division has 2 new instructors – Dr. Sven Mueller (full-time) and Molly Peterson (part-time). 5. Sue Moses will be the coordinator for the 3rd year certificate. 6. The division planned for common assessment projects system wide for several courses. DAP will provide the contact person at each state campus. 7. Sue Moses and Joe Saimon will be assisting the FSM National DOE in the school accreditation process.
- **ESS** –
- **Languages & Literature** –
- **Math/Science** –
- **Public Health** -
- **Social Science** – 1. Textbooks are not in. AGAIN!!! 2. With the new pay scale how will faculty be compensated for teaching in the summer and for overloads? 3. Lucia Donre is now full-time faculty for the division. This semester she is teaching two sections of Sociology.

Comments/Upcoming Meeting Date & Time/Etc.:

- February 1, 2011.

Handouts/Documents Referenced:

College Web Site Link:

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Prepared by:

Karen Simion, DAP

Date Distributed:

12/07/10

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. Trial Counselor Graduation on Dec. 15 at 10:00 am at the FSM Supreme Court
2. Course outline training on Dec. 15, 2010 at 1:00 pm
3. Textbook adoption Policy needs to be written – DAP
4. Disease outbreak Policy written – DAP

- 5. Course outlines revised – each division
- 6. Assessment reports due in by May 13
- 7. Computer training for new students during orientation
- 8. COMET essay topics should allow students a choice
- 9. Timeline for computers in the ED/SS lab????

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments