

**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
- Requests/Concerns/Questions

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.
 - **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** – Badminton is now part of the FSM Games in 2012 and the Micronesian Games in 2014. Oceanic Sports Education Program starts in the spring semester with basketball, volleyball, badminton and table tennis as well as community trainings. The program trains participants to be community coaches and teaches HIV prevention.
 - **Languages & Literature** – 1. The new music instructor is here and her name is Elizabeth Pappas. She likes to be called “Kitty”. 2. Yolina Yamada is back at work. 3. The division is working on course outlines and hopes to submit by the end of the semester.
 - **Math/Science** – 1. The division has an open position for a math instructor, but a request has been sent to change the position to a science instructor beginning fall 2011. 2. Frankie and Brian are working to reorganize the Marine Science program to include some environmental science. 3. Is there a form to request work from the IT department? If not, it would be helpful to have one to track when requests are submitted and completed. 4. Mike is willing to teach another section of Human Nutrition if needed.
 - **Public Health** - 1. Both Emily and Paul have overloads as PH is now short one instructor. 2. Morehna Santos is coordinating the SPIF-SIG grant which is focused on providing training to counselors in the areas of early intervention and substance abuse. 3. The first cohort of PH students are scheduled to graduate from the third year certificate in May. A new 3rd year certificate group is starting course work. 3. It would be helpful to have the IDP for PH in SIS to keep track of students.
 - **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.
- **Requests/Concerns/Questions**
 - IT Division – Work request form; What will happen to the computers from the library and SS/ED computer labs. (Need to check excess equipment policy?); Is it possible to have myShark show pre-requisites for courses?
 - Staff Development Day – Division chairs suggest that faculty have at least one general session together.

Comments/Upcoming Meeting Date & Time/Etc.:
▪ February 1, 2011. Agriculture Division will host the Feb. meeting.

Handouts/Documents Referenced:

College Web Site Link:
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Prepared by:	Karen Simion, DAP	Date Distributed:	12/07/10
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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. Textbook orders for fall 2011
2. Schedules for next school year
3. Catalog changes/SIS changes
4. Summer session date change

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments