

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

Committee or Working Group:	Division Chair
------------------------------------	-----------------------

Date:	Time:	Location:
03/15/2011	8:00 am	Orchid 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	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:	Grilly Jack
------------------------------	-------------

Agenda/Major Topics of Discussion:

- Updates from DAP
- Division Updates
- Requests/Concerns/Questions

Discussion of Agenda/Information Sharing:

- **Updates from DAP**
 - Report on the WASC/PPEC and Hawaii Institute – Dialoging with area institutions was beneficial to all who attended. It was interesting to see GCC’s assessment model and talk with those involved. The faculty said they are very busy. DAP was reminded of the importance of acknowledging submission of reports and to ensure that information flows both up and down. The Hawaii Institute highlights included ways to ensure student success, what US students say about orientations and having too many choices and finally strategies to engage students. Dr. Tangaro’s keynote address on engagement was the highlight of the institute.
 - Course schedules are also due in and will allow until March 15 so data can be collected to prepare the schedule. 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. Summer 2011 schedules must also be updated and turned in by March 15.
 - Follow-up Accreditation Report was submitted to the BOR for approval and will be sent to ACCJC by March 15. The report will be available on the website.
 - Important Dates:
 - A representative from Cengage Publishing will be on campus March 21 – 23.
 - UB students from Kosrae and Yap will be on campus March 29 - 30
 - March or April – Follow-up Visit from ACCJC
- **Updates from DVCCE**
 - DVCCE asked everyone to consider opportunities for short-term trainings to meet community needs. The Ed. Div. Chair informed the group that Pohnpei State DOE is looking for technology training for the school principals. Other areas include educating communities on the proposed amendments to the FSM Constitution, environmental issues, agricultural

- techniques, etc.
- Pohnpei Campus is preparing for its annual Trade and Technology Show. This year the plan includes having the other departments share what services are available at the College.
- The streamlining committee is still looking at an implementation plan.
- **Division Updates**
 - **Agriculture** – Request that the IDP for the new Agriculture and Natural Resources program be input in SIS. Visitors from the US Embassy and the US Navy Pacific Partnership will return in July and have agreed to inquire about assistance in collecting equipment to set up a food preserving lab for AG 280 a new course in the Agriculture and Natural Resource program.
 - **Business Division** – The division is planning to offer some of the upper level Business courses either during the fall semester or during the spring semester, but not offer all courses each semester. The faculty members are collecting information on students now so the schedules for next year will reflect this change. How often can textbook editions be changed for the computer courses? DAP suggested the CIS faculty work with IT as this requires program changes in computer labs and the LRC so students have places to complete homework assignments.
 - **Education Division** – 1. Susan Moses has met with the Pohnpei State DOE to prepare for the summer session. Pohnpei State DOE indicated that funding is less this summer due to hosting the PREL Conference and only teachers who are almost finished will be given funds to attend the summer session. Therefore, Sue is updating IDPs to help prioritize the listing of teachers for the summer session. 2. The division is also in the process of revising the admission into the 3rd year Certificate in Ed. They hope to establish deadlines, make entry requirements clear, and the entire process organized and information transparent. 3. Dr. Mueller, the newest member of the division is interested in experiencing working at the other campuses and especially Yap for the summer.
 - **ESS** – Badminton is now part of the FSM Games in 2012 and the Micronesian Games in 2014. There will be a badminton tournament starting Feb. 13 for the students in preparation for selecting a team for the FSM Games.
 - **Languages & Literature** – 1. The division has 2 new hires for fall semester, Zackery Sands and Ross Perkins. Zackery is new to COM and Ross is transferring from Yap campus. 2. The Education division should let Resida know as soon as possible which 200 level English courses are needed and how many students for scheduling purposes. 3. The Japanese Workbooks are not in. 4. The division is purchasing some new computers and hopes to move the old ones to the Writing Center. The Writing Center room also has reading material such as newspapers, magazines and novels. 5. Leilani Biza is officially accepted to the School of International Training and will be working on her master's degree in TESOL. Kitty and Tracey are looking for housing. Housing for new employees seems to be a problem with no resolution in sight. Some solutions would be to share a house as the rent rates are going higher than what the College allows, consider raising the amount allowed for housing, and have the College secure several rental properties and continue the leases even if the employee moves out.
 - **Math/Science** – 1. Allain Bourgoin is back as a full time faculty with the Marine Science program. The other open position in the division is for a science instructor if the President approves the request to change the position from a math instructor. 2. Summer schedule will include MS 100, MS 101, MS 096, MS 099, MS 150 and hopefully Chemistry, Biology and a second section of Human Nutrition. The division is looking into the possibility of hiring two world teach instructors for the summer. 3. A formal request should be made that if the faculty are going to teach in the evenings and on weekends, then the staff need to prepare schedules that support student learning at those times. If a class is held after 5:00 pm or on a Saturday, the restrooms are locked, the division has to pay overtime for drivers going on field

- trips, and most other facilities are closed. 4. The division needs to be kept informed of when the nursing students will start as this will impact the need to offer support science courses.
- **Public Health** - 1. One course in PH requires a course pack for students. How is this done? The DAP recommended the division make a copy of the material included in the course pack to send to the bookstore for printing. This should be done by Feb. 15 as the printers are usually behind schedule. 2. What is the start date for the Fall 2011 semester? 3. Students from Japan will be on island in March to conduct a study. This is part of the exchange program sponsored by the Sasagawa Peace Foundation. Does anyone have contacts in Madolenihm so preparations and preliminary meetings can take place?
 - **Social Science** – 1. Delihna Ehmes will be on leave this summer and she usually teaches PY 101. The division is planning not to offer this course unless there is a great demand for it and then an instructor is found. 2. The division requests information from Ed. division on the need for SS 170 and PY 101. 3. Faustino is possibly interested in teaching in Kosrae for the summer. 4. The SS 200 textbook is not in again this semester.
- **Requests/Concerns/Questions**
 - The College consider scheduling options for staff as faculty move into teaching after 5:00 pm and on weekends.
 - College schedules for the next 2 years?
 - Housing for new employees is getting difficult. (see suggestions in the discussion section)
 - **TEXTBOOKS?????**

Comments/Upcoming Meeting Date & Time/Etc.:

- March 1, 2011. ??? will host the Feb. meeting.

Handouts/Documents Referenced:

College Web Site Link:

-

Prepared by:	Karen Simion, DAP	Date Distributed:	2/02/10
---------------------	-------------------	--------------------------	---------

Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
----------------------	--	------------------------	--

- 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