

**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>
03/15/2011	8:00 am	Orchid 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	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	

<b>Additional Attendees:</b>	Grilly Jack
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**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.
  - Summer pay rates – A proposal needs to be sent to Personnel Committee to make any changes in the way faculty members are paid for the summer. This is a policy change. There is a faculty/staff senate meeting on Wed., March 16, at 1:00 pm. to discuss this and the life insurance benefits. **Faculty are extremely discouraged at the lack of communication regarding the streamlining efforts and implementation of the pay increase.**
  - 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 28 – 29
      - Orientation meeting with department heads March 28 (probably in the late



strategies section of the outlines so that authors have an idea of what the committee will approve. Assessment should be both formative and summative, and authentic, use multiple approaches, and clearly linked to the learning outcome. Then workshops should be conducted for faculty.

- **Instructors needed this summer for Art, PH 109, and Language Arts Methods**

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

- April 5, 2011 is the next meeting

**Handouts/Documents Referenced:**

**College Web Site Link:**

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**Prepared by:**

Karen Simion, DAP

**Date Distributed:**

3/17/10

**Approval of Minutes Process & Responses:**

**Submitted by:**

**Date Submitted:**

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

1. Yearly schedules due by April 1.
2. Special cc meeting to be arranged by DAP before next regular meeting.
3. Contact IRPO for update of information on the website – DAP.

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments