

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

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
04/05/2011	8:00 am	KIA's 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
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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**
 - The Pacific Education Conference will be held in Pohnpei July 19 – 22. The organizing group has asked the College to prepare presentations on bridging the gap and college readiness. Division chairs need to consult with faculty in the respective division for anyone willing to present. Conference fee and membership will be paid by the college.
 - Check your division budgets, especially the items for reference materials and equipment. Make sure to spend this money on charts, DVDs, CDs, professional journals, etc. to augment teaching. Be sure to keep track of off-island purchases as this amount will not be deducted from the account until a receiving report is filed with the Business Office.
 - Summer session is scheduled to start on June 1, rather than May 30. Please announce dates to the division faculty members.
 - Early registration was very successful. 522 students completed early registration and the projection for summer is 663. Regular registration for summer is scheduled May 25 -26.
 - Next meeting is scheduled to be on the first day of finals. It was decided to meet on Friday, May 6, instead and Education Division will host the meeting.
 - **The follow-up visit from ACCJC is scheduled for April 11 – 13.**
- **Updates from DVCCE**
 - There is unofficial word that the high school counselors are encouraging the seniors to start at COM during the summer session. A summer orientation should be planned as well as preparing for classes.
- **Division Updates**
 - **Business Division - 1.** When are the revised outlines due? The original due date was December 2011. With the current discussion on acceptable assessment strategies, the deadline may be moved to May 2012. **2.** How often are program reviews due? **Program reviews are due in every 3 years. Next due date is May 2011. Use appendix T to format**

- program reviews.** Divisions need lists of students enrolled in programs each semester. PHTP and Ag. Need to have updated IDP information in SIS. Where do we get transfer rate data? Right now it is difficult to track transfer data. Each division should make an attempt to keep track of the students in the division programs. Some information is provided by UH institutions. How is seat cost figured? Calculating seat cost is very complicated. Jimmy Hicks from IRPO is working on a formula. **Program assessment reports are due in every year.** Faculty request feedback on assessment reports in a timely manner. Reports will be reviewed by the curriculum committee. 3. Rotary International Scholarship is available. The amount is \$10,000. Please tell students to see Rafael Pulmano for information. 4. The division is working to re-form the advisory council for the Business programs. The division is focusing on members from the private sector to begin with. The division will also seek to get input from the other college divisions on how the business students are performing in the classroom.
- **Education Division – 1.** Held meetings with the Pohnpei State teachers during their forum Feb. 23-25, to share information on new deadlines for 3rd Year Certificate of Achievement applications and information on the associate and partnership programs. The deadline for the 3rd Year Certificate for summer is March 18 and the division is expecting all applications by then. 2. Teacher Corps plans to have a group participate in the Founding Day events. They need to notify the SBA of this asap. 3. The division currently has sufficient faculty, but also inquired about the art instructor position and if it will be full-time or part-time. 4. The division also wishes to shelve the ECE, special education and RSA programs until they programs can be revised and updated.
 - **ESS –1.** The Badminton and Table Tennis Tournament was a huge success. Plans are to have another tournament next semester and hopefully even more will sign-up to participate. 2. Roldan will be presenting a session on aerobic dance at the Health Fair on April 6. 3. Roldan is preparing a new course on physical fitness. The focus of the course would be to provide students with a variety of means to stay healthy. The students would learn resistance training, walking, jogging, aerobic dances, etc. as well as how to develop a training program.
 - **Languages & Literature – 1.** This division is also asking about the implementation of the salary increase as each time they receive a paycheck, they wonder why it is still the same. 2. Catalog changes are in. The Media Studies program and courses should be shelved at this time. 3. As the division works on revising the writing courses, they will consider attaching rubrics to grade final papers and making it so the instructor is not the one grading the final papers.
 - **Math/Science – 1.** Tracking of course outlines after approval of curriculum committee is a problem. The division never knows when an outline is signed by the President. DAP will request the signed outlines be returned directly to the DAP office. 2. Sometimes syllabi don't match the learning outcomes of the course outline. The division chairs should be the ones collecting syllabi each semester and screening them for the learning outcomes before sending them to the DAP office.
 - **Public Health - 1.** The specialty areas in the 3rd year in PH should be shelved for the time being. There will not be enough students to fill classes in each specialty at this time. The third year will be Specialist in Public Health only. The division is working on an application form and process for PH. 2. The HR office seems to be very slow in posting the vacant position in PH. It is now too late to try to hire someone for the summer session as the position has not been advertised.
 - **Social Science – 1.** This division also expressed a disconnect between faculty and administration citing a lack of communication about the streamlining efforts and pay increase implementation. 2. The division is planning a series of workshops on transferring to other institutions for the social studies group and PTK.
 - **Requests/Concerns/Questions**

- **IRPO needs to update information on the website so those working on program reviews can just access information there rather than sending in a request. It takes time to get data back.**
- The curriculum committee should have a special meeting to decide criteria for the assessment 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
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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. 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