

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

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

Date:	Time:	Location:
07/13/2011	2:00 pm	Board of Regents Conf. Room

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	Magdalena Hallers	X	
Chair, Exercise Sports Science	Roldan Laguerta		X
Chair, Languages & Literature	Monica Rivera		X
Chair, Math and Sciences	Snyther Biza	X	
Chair, Social Sciences	Mariana Ben-Dereas	X	
Public Health	Paul Dacanay	X	

Additional Attendees:	none
------------------------------	------

Agenda/Major Topics of Discussion:

- Updates from DAP
- Division Updates
- Concerns/Requests

Discussion of Agenda/Information Sharing:

- **Updates from DAP**
 - The Director of Academic Programs is the acting VPIA since July 4, 2011, and Jon Berger, Assessment Coordinator has resigned effective August 12, 2011. This leaves the Dir. Of VCCE and DAP in charge until the VPIA position is filled. The DAP requests the assistance of the National Campus Division Chairs to take more control of the division and assist as needed. The DAP will send a list of expectations to the Division Chairs.
 - The DAP will be on annual leave Sept. 26 – October 23, 2011, and off-island. The DAP will appoint a “Chair” of the National Campus Chairs during that time to assist the DVCCE.
 - **Program Reviews were due in back in May. So far only 2 program reviews have been submitted.**
 - **Accreditation report – College is placed on probation. It is time to get busy; there are no more chances. Please work with Frankie Harriss , the ALO.**
 - Freshmen Orientation/Registration is Aug. 1 – 5. DAP requested assistance with one of the workshops for the new freshmen. Faculty need to be in the offices on Tues., Aug. 2, from 2 – 2:45 for one of the orientation activities.
 - Faculty Workshop Week is scheduled for the same time. So far the webinar on Prioritizing Academic Programs will be shown again on Friday, Aug. 5 at 1:30pm.
 - President’s Retreat is scheduled for Aug. 29 – 31, 2011. Prepare to attend.
 - Schedule for fall semester – If you need an instructor from another division, please ask the division chair of that division before approaching the instructor. More classes are needed for new freshmen. Please send additional course requests to DAP before Aug. 5.
- **Division Updates**
 - **Business Division - 1.** The division members recommend that someone work with the Valedictorian before they present their speeches at graduation. The last one sent a somewhat negative message about having to attend COM rather than the college of his choice. 2.

Special contract pay that is paid bi-weekly should have the same requirement as those that are paid 50/50 or lump sum. That is, final grades should have to be submitted before the final check is released. DAP will check with Business Office regarding this matter.

- **Social Science** – 1. Mariana Ben Dereas will be attending the HERS Institute in Denver, Colorado, July 22 – Aug. 15.
- **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. DAP will follow-up again.**

Comments/Upcoming Meeting Date & Time/Etc.:

- August, 2011 is the next meeting

Handouts/Documents Referenced:

College Web Site Link:

-

Prepared by:	Karen Simion, DAP	Date Distributed:	7/16/11
---------------------	-------------------	--------------------------	---------

Approval of Minutes Process & Responses:

Submitted by:	Karen Simion	Date Submitted:	
----------------------	--------------	------------------------	--

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

1. Request IRPO to update website for information needed in program reviews.
2. DAP to send list of Chair duties for each semester.
3. Send out freshmen orientation schedule and requests.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments