

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

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
11/06/2012	8:30 am	Board Conference Room

Members Present:			
Titles/Reps	Name	Present	Absent
Director, Academic Programs**	Karen Simion	X	
Chair, Business/HTM	Debra Perman	X	
Chair, Business Administration	Joe Felix, Jr.	X	
Chair, Education	Magdalena Hallers (Sylvia Henry)	X	
Chair, Languages & Literature	Ross Perkins	X	
Chair, Math and Sciences	Snyther Biza	X	
Chair, Social Sciences	Delihna Ehmes	X	
Chair, Health Sciences	Paul Dacanay	X	
Chair, Trade & Tech.	Gardner Edgar	X	
AC/VC, Pohnpei Campus	Maria Dison	X	
DCTE	Grilly Jack	X	

Additional Attendees:	Frankie Harriss, VPIEQA
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Accreditation updates and assignments

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ Updates from VPIEQA <ul style="list-style-type: none"> ○ WIKI – Check under the respective academic programs pages and make sure that assessment worksheets 1, 2, and 3 are posted for the last 3 years including worksheets 1 and 2 for the 2012-2013 academic year. The program evaluation for 2011 should also be posted. IRPO and IT have proposed a naming convention for Wiki documents. This was emailed to division chairs at the time of the meeting and it can be used at this time. Cabinet will give final approval at this week’s meeting. If you want a Division Page, prepare the content and send to Shaun who will create the page. You must inform Shaun, were to place the page, who will have access, and who will have editing privileges. ○ Budgeting – Meeting scheduled for Nov. 13, 2012, in the Board Conference room with IRPO. Try to bring program coordinators to this meeting. The stress is on performance budgeting. The College must show clear linkages between expenditures, resource allocation and student learning. Everyone needs to have assessment worksheets 1 and 2 completed for academic year 2012 and 2013. If these are not completed, resources cannot be allocated to that program. ○ Links for Google documents – VPIEQA has posted a series of documents on google.docs in preparation for writing the two accreditation reports that are due in March. Everyone needs to monitor theses documents, make comments, add information and/or send evidence to VPIEQA for attachments. Please try to use a different color font than what the VPIEQA is using so she will know when content has been added to fill in gaps. ○ Reports on part-time faculty evaluations - Each IC and Division Chair needs to submit a report to VPIEQA on how many part-time faculty members were evaluated each semester for the past 3 years. It is okay to say it wasn’t done as long as there is also a plan for

improvement. This fall, you should be reporting that all part-time faculty members were evaluated. Actual evaluations are to be sent to VPIA office.

Comments/Upcoming Meeting Date & Time/Etc.:
 ▪ Nov. 13, 2012, is the next meeting. Focus: 2014 Budget Preparation Board Conference Room

Handouts/Documents Referenced:
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College Web Site Link:
 ▪ http://wiki.comfsm.fm/Committee_Minutes/Division_Chairs

Prepared by:	Karen Simion, DAP	Date Distributed:	11/07/12
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Approval of Minutes Process & Responses:

Submitted by:	Karen Simion	Date Submitted:	11/07/2012
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
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Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments