

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

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| Committee or Working Group: | Division Chair |
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| Date: | Time: | Location: |
| 11/22/2012 | 8:00 am | Kia's Conference Room |

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| 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 | X | |
| Chair, Languages & Literature | Ross Perkins | X | |
| Chair, Math and Sciences | Snyther Biza | X | |
| Chair, Social Sciences | Delihna Ehmes (Faustino Yarofaisug) | X | |
| Chair, Health Sciences | Paul Dacanay | X | |
| Chair, Trade & Tech. | Gardner Edgar | X | |
| AC/VC, Pohnpei Campus | Maria Dison | | X |
| DCTE | Grilly Jack | | X |

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| Additional Attendees: | none |
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| Agenda/Major Topics of Discussion: |
| <ul style="list-style-type: none"> ▪ Information Sharing from each Division ▪ End of Semester Reminders |

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| Discussion of Agenda/Information Sharing: |
| <p>Updates from Divisions</p> <p>Lang. Lit</p> <ul style="list-style-type: none"> • One instructor resigned at the beginning of November. Two division faculty and DAP were able to cover the 5 classes for the remainder of the semester. • Students are beginning to utilize the Writing Center more often. • The proposed textbooks for EN 120a and EN 120b are going to the state campuses for review. • The base line budget is finished and just waiting for the forms to be sent from IRPO for finalization. • Establishing links with the Business Division Advisory Council since many of the concerns relate to communication and other basic skills. • Submitted two recommendations for English instructors and one recommendation for a music instructor. <p>Business/CIS</p> <ul style="list-style-type: none"> • The division is in the final screening process for one faculty position. • Still working on the 2014 budget. The chair has devised a method for tracking each individual purchase and linking receipts to SLOs. • Each member of the faculty is designing his/her own website which will be under one link for the Business division on the COM-FSM page. • Propose that all division chairs find a time to work together on the budgets once the forms are available. Invite IRPO representatives to provide academic examples and answer questions. <p>Trade & Tech</p> <ul style="list-style-type: none"> • Submitted a recommendation for auto mechanic instructor to HR Office. |

- Still working on 2014 budget. It is difficult to establish baseline course costs as all T & T courses are expensive. It is difficult allocating the limited amount of money available.
- The authentic peer observations/assessments are mostly complete.
- There is a need for one more electronic/telecommunications instructor. Working on a proposal to include this position in the next budget.
- Plan to offer updated CISCO courses as non-credit training for the community in the spring.

Social Science

- The division has identified SS 280 as a course where data for ILO assessment will be gathered.
- The division chair is close to completing observations/evaluations on all part-time instructors
- Is it possible to permanently place projectors in each of the classrooms? This would help when more than one instructor from a division wants to use PowerPoint in the classroom.
- The division needs one more instructor since the Social Science courses always fill and are usually over-enrolled.
- Would like to have webpage design training.
- Recommend that the Dean of Academic Programs and Dir. of Career and Tech. Ed. have an administrative assistant.

HTM/Business

- Reviewed worksheets 1 and 2 for HTM Program to remind faculty of their respective areas of responsibilities including conducting assessment.
- Met with Bermance Aldis of FSM R & D Tourism Sector and Filipe Tuisawau (HR Development Specialist) for South Pacific Tourism to gather information on the HTM program for Pacific Regional Tourism Capacity Building Program survey. Tentative workshop (fully funded) to be in Fiji on the week of Dec. 5 and Joyce Roby was nominated to attend.
- Working on a program modification with Akiko Kamikubo to eliminate FL 160 from the HTM program as a required course and be an elective instead.
- Secretarial Science assessment is yet to be posted on wiki.
- Recommending HTM faculty to enroll in education courses such as classroom management.
- Pohnpei campus is planning to hold its own faculty workshops throughout the semester.
- HTM club conducting Fall Madness Sale this Saturday at the T&T parking lot. Ten percent of proceeds go to the Endowment fund.
- Blue Plate thanksgiving lunch today 11:30am to 1pm
- HTM Club and faculty met with Ms. Miyake (graduate student of Arts and Designs from Japan) and participated in a taste test of jams made from local fruits. Students also filled out survey sheets as part of her study.

Education

- Student teachers and Interns in the Partnership BA program will present their showcases on Dec. 10 and 11.
- The division is conducting Competency exams for 3rd year and AA graduates. This data will also be used for program assessment.
- ED 292 is the course identified for ILO assessment.
- Two division members attended the Annual Language Arts Conference at the University of Guam. They will share information during the Faculty/Staff Workshop day.

Health Science

- The division will conduct a sample run of the public health student survey before Dec. Participants will provide feedback and the survey modified if needed. The actual survey will be administered during the spring semester.
- The division is receiving lab equipment from STEP-UP. This equipment should arrive in about 2 weeks and will be placed in the Ag. Labs. This equipment will allow chemical analysis. The National Institute of Health was very impressed with the STEP-UP participants last year and have arranged for 4 high school students to assist with research projects this year. The selected students will be given stipends as well as the researcher for mentoring these students. If you are

interested in being a mentor, see Paul Dacanay. There is also an opportunity for 2-4 students to travel to the US next summer to participate in undergraduate research.

- Nursing needs one more instructor. Funding is the major concern at this time.
- ESS 200 should be held in a regular classroom.

Math/Science

- Agriculture celebrated a ground breaking for the dry bed piggeries project.
- Agriculture received the coconut rehabilitation project. This project should begin soon.
- Authentic assessment for the division is finished.
- Need to replace the chairs in the computer lab.
- Does the fee for Scuba Diving cover lunch for the students? The answer is no.

Comments/Upcoming Meeting Date & Time/Etc.:

- Jan. 24, 2013, is the next meeting. Gardner Edgar, Trade and Tech will host the meeting.

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:

11/23/12

Approval of Minutes Process & Responses:

Submitted by:

Karen Simion

Date Submitted:

11/26/2012

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

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Action by President:

| Item # | Approved | Disapproved | Approved with conditions | Comments |
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