

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

Committee or Working Group:	Pohnpei Campus Instructional	
Date:	Time:	Location:
August 20, 2012	12:30 p.m.	Pohnpei Campus/ Classroom #4

Members

Titles/Rep	Name	Present	Absent
Chairperson/IC	Maria Dison	X	
HTM/BU Division Chair	Debra Perman	X	
T&T Division Chair	Gardner Edgar		X
ACE Site Coordinator/Faculty	Shirley Jano		X
ACE Math Faculty	Deeleeann Daniel		X
ACE English Faculty	Cindy Pastor	X	
ACE English Faculty	Semens James	X	
AFT Faculty	Charles Aiseam		X
Computer Faculty	Joseph Felix, Jr.		X
English Faculty	Jean Ranahan	X	
English Faculty	Stacy Tadlock		X
English Faculty (Part-time)	Gary Bloom		X
English/SS Faculty	Taylor Elidok		X
HTM Faculty	Anna Dela Cruz	X	
HTM Faculty	Joyce Roby		X
HTM/BU Faculty	Phyllis Silbanuz	X	
Math Faculty	Stanley Etse		X
Math Faculty (WT volunteer)	Cindy McCord	X	
Science Faculty	Emmanuela Garcia	X	
Science Faculty (WT volunteer)	Lefric Enwal	X	
Technical Math Faculty	Alan Alosima	X	
RAC Faculty	Bertoldo Esteban	X	
Electronics Faculty (Part-time)	Bradley Henry		X
Tech. Math Faculty (Part-time)	Randy Humphreys		X
AFT Faculty (Part-time)	Engly Ioanis		X
Telecommunications Faculty	Nelchor Permitez	X	
Building Technology Faculty	Cirilo Recana	X	
Cabinet/Furniture Making Faculty	Salba Silbanuz	X	
ESS Faculty (Part-time)	Edwin Sione		X
Construction Electricity Faculty	Romino Victor	X	
Carpentry/Building Maintenance Faculty	Xavier Yarofmal	X	
T&T Technical Assistant (JOCV)	Tokuji Yamada	X	

Additional Attendees: N/A

Agenda/Major Topics of Discussion:

1. Beginning of the Semester Information for Faculty
2. Reminders
3. Division/Highlights

❖ **Discussion of Agenda/Information Sharing:** At 12:30 pm Instructional Coordinator Maria Dison

did the welcoming remarks and thanked everyone for attending the meeting. Since this is the first meeting of the semester with new members, self-introductions were made.

IC's information sharing and discussion items:

Reminders on routine activities for instructors:

- Check students' registration cards to be sure students are in the right classes.
- August 24, 2012 is the last day to add and drop courses so instructors should expect changes with class lists.
- Course syllabus should be ready and distributed to the students and provide copy of syllabus to the support staff. Sample of course syllabus is available in the faculty handbook.
- IC will update and distribute the advisement list by the end of the week. Instructors are able to check their advisee list on the SIS.
- Keep copies of documents sent from their offices.
- Revisit and comply with the roles and responsibilities as listed in the faculty handbook.

Assessment information:

- Check the existing course outlines for authentic assessment.
- If there is any missing CO, make recommendation to the committee. Samples of course assessment can be found on the web. Course assessments are due at the end of each semester.
- Review faculty's roles and responsibility toward accreditation. Specific instructions per the accreditation checklist will be provided by the Campus Dean or VPIA.

Division Highlights:

- Since this is just the beginning of the semester, Divisions are yet to settle in before providing their updates.

Concerns:

- Maximum number of students based on classroom size and resources. Some classes have gone beyond the maximum number and instructors are giving students approval to enroll. Instructors can only add if someone drops the course.
- Shirley suggested that ACE students be advised by ACE instructors.

Meeting adjourned at 1:20 pm.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Web Site Link:

Prepared by: Adleen shed	<i>Name and title of recording</i> Adleen Shed- Instructional Clerk Typist	Date Distributed: 9/25/2012	<i>Date emailed to member for initial review</i>
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Approval of Minutes Process & Responses:

Submitted by: Adleen Shed		Date Submitted: 9/28/2012	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Action by President: (This section will be filled in by the President's staff reflecting the President's decision regarding the recommendation from the various committees)

Item numbers :	Approved:	Approved with conditions:	Disapproved:	Comments/Conditions: