

**College of Micronesia – FSM**

<b>Committee Minutes Reporting Form</b>			
<b>Committee or Working Group</b>		<i>Council of Chairs</i>	
<b>Date January 18, 2013</b>	<b>Time:</b>	<b>Location:</b>	
	1:00 p.m.	Board Conference Room	
<b>Members Present</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
COM-FSM President	Joseph Daisy		
Chair/ Curriculum and Assessment	Kathy Hayes	X	
Vice Chair/ Human Resources	Mark Kostka	X	
COC Secretary/ Finance	Marian Gratia Medalla	X	
Planning and Resources	William Haglegam	X	
Recruitment, Admission and Registration	Lucia Donre	X (represented by Sven Mueller)	
Information Communication and Technology	Nelchor Permitez	X	
Facilities and Campus Environment	Dana Lee Ling	X	
Faculty and Staff Senate Vice Chair	Francisco Mendiola	X	
<b>Additional Attendees:</b>			
<b>Agenda/Major Topics of Discussion:</b>			
<ul style="list-style-type: none"> <li>I. Release Time Recommendation</li> <li>II. VPIEQA Updates</li> <li>III. Minutes Update</li> <li>IV. Committee Reports</li> </ul>			
<b>Discussion of Agenda/Information Sharing:</b>			
<ul style="list-style-type: none"> <li>I. Release Time Proposal for Committee Chairs <ul style="list-style-type: none"> <li>No more inputs for the draft letter of recommendation</li> <li>5 Yes, 2 abstain- passed</li> </ul> </li> <li>II. VPIEQA Updates <ul style="list-style-type: none"> <li>Needs to be disseminated to respective committee members.</li> </ul> </li> <li>III. Minutes Update <ul style="list-style-type: none"> <li>Give everyone 3 business days to make comments and/or vote. Beyond that period, members forfeit the right to vote/make comments.</li> </ul> </li> <li>IV. Committee Reports <ul style="list-style-type: none"> <li><b>Payday Change</b> PRC and FC were reminded about their recommendation on the payday change. FC reported that majority of the members are in favor of the change, but another meeting will be set up to finalize the recommendation letter. PRC will deliberate on the issue in another meeting.</li> <li><b>FCEC</b> Chair reports that a Betel Nut Policy working group was formed.</li> </ul> </li> </ul>			

Chair also brought up the existence of Student Life Advisory Council, which was set up by the Student Life Director (before leaving the college) to fill the vacuum caused by the abolition of Student Services Committee in the present governance structure. He further said that the present governance structure needs this committee, with the heads of various student organizations duly represented.

### **ICTC**

Chair reported that the online catalog in their committee; with a limited number of paper copies will be distributed. Guidelines will be formulated particularly on matters concerning person(s) in charge, when will amendments take place, retaining old copies of the catalog .

ICTC also discussed the TOR.

ICTC made preliminary discussion the use of fax machines in relation to bills: should it be controlled, or abolished. COC members suggested to shift the focus on this issue: abusers, instead of the technology.

### **PRC**

PRC will discuss pay day change, and low enrollment which resulted to shortfalls in revenue projections.

### **CAC**

CAC will meet on Monday, and talk about academic freedom, program review, role of program coordinators, student evaluation form, curriculum handbook, faculty handbook revisions, periodic assessment timelines, attendance policy, course prerequisites changes, reduction of registration and adding/dropping periods.

Issues raised in relation to the topics that CAC will discuss:

1. the need for program coordinators, and inequity in the application of release time privileges of program coordinators
2. attendance policy, particularly on absentee students on the first day after registration
3. shortening adding/dropping period
4. policy on registration priority to benefit students

### **HRC**

HRC already finished formulating the policy on the confidentiality of personnel files with the recommendation already with the Vice President.

Certain COC members recommended to revisit the current Division Chair and Program Coordinator workload policy, if there are overloads.

### **FC**

Chair reported that the committee will discuss facilities fee later this month.

### **RARC**

This committee already tackled TYC and second degree admission requests, readmission of students.

November COMET results were provided: 423 students. 9 degree, 24 ACe, 138 certificate, 252 non-admitted.

### **FSS**

FSS Representative reported that long-standing special contract positions (for many years)- -- approved by the BOR as regular positions. These positions are now open and incumbent employees can now apply for and will be given priority.

A question was raised on faculty's committee involvement: Can faculty serving as an adviser of a registered student organization be given the credit, as though they served the committee?

**Items for discussion on the next meeting:**

1. Results of self governance survey
2. Accreditation checklist

**Handouts/Documents Referenced:**

1. VPIEQA Updates for COC Meeting of January 18, 2013
2. Draft Memorandum to the President re: Release Time

**College Web Site Link:**

<b>Prepared by:</b>	<i>Marian Gratia Medalla</i>	<b>Date Distributed:</b>	<i>January 23, 2012</i>
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**

1. Draft Release Time Memorandum – Adopted
2. Dissemination of VPIEQA Updates to committee members