

COM-FSM Chuuk Campus

**FACULTY/STAFF SENATE (FSS) MEETING MINUTES**

*[NOTE: This is a continuation of the FSS meeting 03/01/13. We were unable to complete the agenda thereof, and so these minutes herewith continue the 03/01/15 discussion.]*

<b>Date:</b> Friday, 03/08/13	<b>Time:</b> 12:13 – 1:00 pm	<b>Location:</b> Counseling Conference Room
-------------------------------	------------------------------	---

**Members Present:** 15 faculty and 19 staff  
**Absent** (recorded by sign-up sheet): Mike Abbe, Roger Arnold, Edson Asito, Hernber Braiel, Atkin Buliche, Kersweet Eria, Switer Eter, Merly Nelson, Yvonne Pangelinan, Lucille Sain.  
*[NOTE: Some faculty/staff members have a relatively high absenteeism – as though they make the effort not to attend. This attitude and behavior are not acceptable.]*

<b>Agenda / Major Topics of Discussion</b>	<b>Issues and Concerns</b>
I. Call to Order II. Minutes of Previous Meeting (03/01/13) III. Announcement IV. Old Business* V. New Business** VI. Adjournment	* 1:1 Teacher-Student Time Management Plan ** FSS By-Laws Participatory Governance Policy

**Discussion on Agenda / Major Topics of Discussion**

- I. **Call to Order:** by SSC Maika Tuala.
- II. **Minutes** of the previous meeting 03/01/13 were approved, as distributed and circulated.
- III. **Announcement:** Next week Wednesday 03/13/13, 12 noon to 1:00 pm, Comptroller Danilo Dumantay will meet with faculty and staff to discuss two issues: payday change and travel advance.
- IV. **Old Business:** Maika and Counselor Wilson Bisalen continued their discussion on the 1:1 Teacher-Student Time Management Plan. A total of 46 “struggling” students was identified and assigned, one on one, to faculty/staff to assist themselves in improving their time-management skills in order to improve student learning. Three documents were distributed and explained.
  - A. **First Document: Setting Academic Goals:** There are six steps for a student to take in setting up his/her own goals in overcoming low academic grades in any one course. The faculty/staff mentor is tasked with guiding the student through the six steps.
    1. The first session of mentor-student will take place in the next few days by informing each student to meet with his/her mentor.
    2. A variety of ways to inform the struggling students was discussed.
  - B. **Second Document: Assignment Log:** This is a chart which a student lists all on-going assignments in a course, indicating date due, date turned in, and assignment grade.
    1. The mentor must impress upon the student that it is his/her responsibility to review the log as often as possible each day/week in order to meet deadlines and to study harder.
    2. At a second session of mentor-student, sometime around April 8, the mentor must review the student’s progress in recording/maintaining the assignment log.
  - C. **Third Document: Week @ A Glance:** Each student must maintain one “Week @ A Glance” sheet every week. It follows a time-management calendar, per week, by day and by hour, how much time he/she must devote to various academic requirements in order to improve student learning.
- V. **New Business:**
  - A. **Environmental Awareness Plan:** Peer Counselor Virginia Mamangon explained that her office will spearhead an environmental awareness project for campus clean-up and beautification and recycling. She seeks faculty/staff input on planning and implementing this project. For instance, she called for plants and seeds that can be planted on campus to beautify the landscape.
  - B. None: due to time constraint.

<b>Next Meeting:</b> to be announced.
---------------------------------------

<b>Hand-Outs / Documents Referenced:</b>
--

- |  |
|--|
| <ul style="list-style-type: none"><li>• Minutes of FSS meeting 03/01/13.</li><li>• 3 time-management documents: Setting Academic Goals, Assignment Log, and Week @ A Glance”</li><li>• Individual student packets on time-management</li></ul> |
|--|

<b>Prepared by:</b> Alton Higashi
-----------------------------------

<b>Date distributed:</b> Monday, March 11, 2013
---

<b>Summary Decisions / Recommendations / Action Steps / Motions with Timeline/Responsibilities</b>
--

- |  |
|--|
| <ul style="list-style-type: none"><li>• Implementation of the Time-Management Plan</li></ul> |
|--|