

College of Micronesia – FSM

Committee Minutes Reporting Form			
Committee or Working Group		<i>Council of Chairs</i>	
Date February 15, 2013	Time:	Location:	
	1:00 p.m.	Board Conference Room	
Members Present			
Titles/Reps	Name	Present	Absent
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		
Recruitment, Admission and Registration	Lucia Donre	X	
Information Communication and Technology	Nelchor Permitez	X	
Facilities and Campus Environment	Dana Lee Ling	X	
Faculty and Staff Senate Vice Chair	Francisco Mendiola	X	
Additional Attendees:			
Agenda/Major Topics of Discussion:			
<ol style="list-style-type: none"> 1) Updates and reminders <ol style="list-style-type: none"> a) Minutes b) VPIEQA updates and reminders; <ul style="list-style-type: none"> • WIKI: documents converted to PDF • WIKI: minutes in correct naming format and up to date both on committee page and public page. • Committee meeting times posted on the web calendar. • Email approved minutes to COM-FSM as well as putting on the WIKI. c) Strategic plan summary document d) Participatory Governance Policy e) SLO report f) Release time memo 2) Committee reports <ul style="list-style-type: none"> • Please prepare a 3 minute report from your committee to share at the meeting. The aim is to simply update all committee chairs with what is going on in the individual committees. 3) Recommendations from the self governance survey 			
Discussion of Agenda/Information Sharing:			
<ol style="list-style-type: none"> 1) Updates <ol style="list-style-type: none"> a. Minutes <ul style="list-style-type: none"> ▪ COC Secretary shall e-mail everyone about the updates. b. VPIEQA Updates <ul style="list-style-type: none"> ▪ WIKI: documents converted to PDF ▪ WIKI: minutes in correct naming format and up to date both on committee page and public page, for easier access. ▪ Note naming convention. Refer to Facilities and Campus Environment Committee Minutes, as examples. ▪ Committee meeting times posted on the web calendar this semester, to avoid conflicts. E-mail Juan Santos or put in on COM Calendar on Google. 			

- Email approved minutes to COM-FSM as well as putting on the WIKI, and e-mail to the whole college community. → Needs the help of the committee secretary.
- HRC already posted meeting times and teleconference numbers online.
- c. Strategic Plan Summary Document
 - Document has been out a long time now.
 - Few comments were gathered. One comment was considered negative because it needs to be based on mathematical, statistical, scientific study.
 - Challenge: need the paperwork done on time.
 - Documents sent for review are still subject to change.
 - Request: point out problems and offer solutions at the same time.
- d. Participatory Governance Policy
 - In the Management Team, SBA, Executive Committee should be included, because this was written before the existence of Management Team and the Executive Committee.
 - Document will be sent out again for further review, to incorporate the new governance structure and the improvement of SBA/student participation.
- e. SLO report
 - Almost complete, only few items still needs to be considered.
 - Needs to be discussed in committees. Committees need to approve this report.
 - Committee Chairs should thank members for their participation, in the next meeting.
 - FCE Chair volunteered that in 2001, he was part of the team which developed the present-day COM-FSM standards.
- f. Release time memo
 - Executive committee is still looking at it, determining the number of contact of hours.

2) Committee reports

- HRC
 - Developed 3 policies, will be taken to the BOR next meeting
 - 008 Policy is still with VPAS
 - Met already regarding Summer Pay have 2 alternatives: with one based on the old rate, and the other a flat rate, recommendation will be out after the next meeting.
 - Schedule for ??
- ICT
 - FAX machine: each campus should have one fax machine, offices needing a fax machine have to justify
 - Tech fee: will discuss policy on purchase of IT items, which can be circumvented. At present, IT director can approve if the purchase is \$5,000 and below per transaction.
- CAC
 - This committee has a lot of things on their table right now:
 - a. Student and faculty academic freedom statement
 - b. SLO report is already shared
 - c. Student evaluation form
 - d. Course modification requests: textbook changes
 - e. Course outline revisions/course prerequisite(s)
 - f. Program review policy: role of program coordinator
 - g. Curriculum and faculty handbook
 - h. Assessment cycle
 - i. Attendance policy review, due to faculty requests

- j. Registration process: reduce the length, prioritization
 - k. Semester-end Student Satisfaction Survey
 - l. Grading: A vs A+, A-
 - FSS
 - Summer Pay was discussed among faculty and the issue is now brought forward to the committee level for review.
 - Other items on the table:
 - a. Hazard Pay
 - b. Overtime Pay for Staff During Emergencies
 - c. Annual Leave Donation: Leave Purchases to encourage people to go to work.
 - d. Issue: salary scale?
 - FC
 - Pay Day Change: pros and cons of the proposal was already forwarded to the President, because the votes tied. COC Chair said that in the most recent Executive Committee meeting, the proposal was approved
 - Summer Pay, proposed changes in the TOR, and other matters will be discussed in the February 25 meeting.
 - FCEC
 - Master Plan: and interim plan, there are already plans were made ?
 - Fire alarms already installed
 - Emergency plans made, needs re ??
 - Green house is going to be ok
 - Benches in the walkways: recommended by FCEC but how will these be funded?
 - Who's going to mediate: recommendations at committee level? management function?
 - RAR
 - Adopted a recommendation for admission for spring
 - TOR revised to limit members
 - Other matters regarding committee functions:
 - HRC: committees need transition phase. Outgoing chair has to help the new chair for about a month
 - CAC: There should also be a clear hand-over process
 - FCEC: All committees have to operate for the summer.
 - HRC: Chair should schedule meetings at least one month in advance
- 3) Recommendations from the self governance survey
- Tabled for the next meeting
 - Comments on the policy will be sent via e-mail

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	<i>Marian Gratia Medalla</i>	Date Distributed:	<i>February 20, 2013</i>
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Approval of Minutes Process & Responses:

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