

**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: |
| April 4, 2013 | 8:00 am | Kia's Restaurant |

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|--|-----------------------------------|----------------|---------------|
| Members Present: | | | |
| Titles/Reps | Name | Present | Absent |
| Dean, Academic Programs** | Karen Simion | X | |
| Chair, Business Administration | Joe Felix, Jr. (Marlene Mangonon) | X | |
| Chair, Education | Magdalena Hallers | X | |
| Chair, Health Sciences | Paul Dacanay | X | |
| Chair, Languages & Literature | Ross Perkins | X | |
| Chair, Math and Sciences | Snyther Biza | X | |
| Chair, Social Sciences | Delihna Ehmes | X | |
| Chair, Hospitality & Tourism Management/Bus. | Debra Perman | | X |
| Chair, Vocational Education | Gardner Edgar | | X |
| Director, VCTE | Grilly jack | | X |
| IC, Pohnpei Campus | Maria Dison | X | |

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| Additional Attendees: | None. |
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| Agenda/Major Topics of Discussion: |
| <ul style="list-style-type: none"> ▪ Reminders and Information from DAP ▪ Updates from each division |

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| Discussion of Agenda/Information Sharing: |
| <p>Dean of Academic Programs</p> <ul style="list-style-type: none"> • Thank you to all faculty members for the hard work over the past year and one half! We have done good work, but still need to keep going. • ILO assessment will continue for this spring semester, same as during the fall semester where the ACC&U VALUE rubrics were used. Need to assess critical thinking, problem solving and interacting responsibly with people from different cultures. DAP will resend the rubrics and identify possible courses for assessment. Work with faculty in your divisions to also select possible courses. • The schedules for next year are due in before the end of the spring semester. Dept. of Higher Ed. requires a yearly schedule published by July 1 of each year. • Early registration for summer is scheduled for April 8 – 12, next week. Make sure everyone has posted times for advising students, probably more than just regular office hours. DAP will not advise students. • Summer session is scheduled to start on May 31, 2013. Since DAP will be off-island one person from each division needs to be available on May 29 and 30 for regular summer registration. This could be the same person or two different people. The people starting early will be compensated for the days before May 31. • Reminders – 1) Evaluations for all part-time instructors have to be complete before the end of the semester. 2) Assessment reports – course level, each course and program level, worksheet 3 and 1 – are due in by the end of the semester. • Ken Gerard is returning to Pohnpei to complete more work on SIS. If you have issues please make sure to visit with him or Gordon. One issue now is the IDP doesn't always place courses in |

the choice of the student and this is confusing for advisors. Some IDPs need to be updated.

- Ross Perkins has designed a “Chair Evaluation Form” for review. (Attached) Recommends revising the classroom observation form also. (old form attached)
- The Hawaii National Great Teachers Seminar is August 4 – 12. Last year Magdalena Hallers and Joseph Felix Jr. attended and said it was wonderful. See brochure at http://www.greatteacher.hawaii.edu/2013HNGTSbrochure_FINAL.pdf
- Division chairs requested training on triangulation and assessment.

Education Division

- The division is working with NDOE to gather data on teacher certification and the needs of the teachers to finish a degree.
- Teacher Corps held recruitment at National campus. The event was well attended.
- There are 18 applicants for third year certificate and 20 applicants for the Partnership BA for fall 2013. There will also be about 20 student interns and student teachers for the BA program in fall.

Language and Literature Division

- All faculty members in the division have been observed and evaluations just need to be completed.
- AD Ulm and Ross Perkins are planning an ISLET presentation on SLO tracking and student engagement. The ISLET is scheduled for April 17 or 24.
- Resida Keller will be the acting chair for the summer session.
- Authentic assessment observations within the division will be complete this next week.

Business/CIS Division

- The division still has one open position, which is up for re-advertisement.
- YES is working with the Australian embassy to secure funding for benches on campus so students can gather and study.
- The division is experimenting with small learning communities/collaborations in BU 270 and IS 240.

Social Science

- Micronesian Studies program assessment is ongoing. The division is collecting the results of a student exit survey to add to the data.
- Two members of the division are assisting with a course for training on the roles and responsibilities of NGOs. The eight students are currently learning how to deliver modules that were developed for training. The entire training included developing modules, evaluating modules and now delivering the modules.
- Dana Smith, one of the Trial Counseling faculty members, proposed to develop an international law course. However, the full time faculty decided the focus should be more of a political science nature.

Health Sciences

- The nursing faculty members returned from Guam where they attended training on curriculum and assessment. UOG is requesting course outlines to begin the process of articulation of the nursing courses between COM-FSM and UOG. There is also a proposal to articulate the nursing program with Fiji National University (FNU) and the division chair will be requesting a support letter from the president.
- FNU is interested in a co-research project on health management.
- FSM Department of Health is requesting a workshop for Yap and Kosrae similar to the one conducted last year in Chuuk and Pohnpei. The plans are to also incorporate substance abuse training and quality of patient care.
- AHEC is sponsoring a speech and poster contest on April 19. Speech contestants must sign up by April 15. This is part of the bridge project with the high schools so there will also be contestants from the high schools.

- Dr. Dacanay will attend the National AHEC Conference in Washington, D.C. next week. Dr. Dacanay will give a short presentation on the Public Health program at COM-FSM. AHEC was funded for fiscal year 2014, but with a greatly reduced budget.
- ESS reports that the students really enjoyed the soccer class this spring and are requesting goals set up on the field outside the male residence hall.

Math/Science

- The division is conducting interviews for a math instructor next week. The only other position is for a marine science instructor. Only one application was received for the marine science position.
- Kathy Hayes is now on maternity leave. Leslie Linkkila, Paul Dacanay and Rudelyn Dacanay are helping to cover Kathy's classes for the remainder of the semester.

IC Pohnpei Campus

- Pohnpei Campus is preparing for the annual Program Exhibit on April 25 and 26. The focus this year is on showcasing student skills rather than the programs.
- The campus is beginning the process of student evaluations of instructors and all part time instructors were evaluated by supervisors.

Comments/Upcoming Meeting Date & Time/Etc.:

- Next meeting is April 25, 2013 hosted by the ??.

Handouts/Documents Referenced:

Proposed division chair evaluation
Classroom observation form

College Web Site Link:

- http://wiki.comfsm.fm/Committee_Minutes/Division_Chairs

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| Prepared by: | Karen Simion, DAP | Date Distributed: | April 5, 2013 |
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Approval of Minutes Process & Responses:

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

1.

Action by President:

| Item # | Approved | Disapproved | Approved with conditions | Comments |
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**FACULTY PERFORMANCE APPRAISAL
OF DIVISION CHAIR**

DIVISION CHAIR BEING APPRAISED:

DIVISION:

CAMPUS:

The purpose of the division chair performance appraisal is to provide input to the division chair to help him or her become more effective in carrying out assigned duties.

TO BE COMPLETED BY FACULTY

Key: 1=Exceeds Expectations, 2=Meets Expectations, 3=Needs Improvement, 4=Unsatisfactory
[Please note: any designation other than “Meets Expectations” requires a clarifying comment]

JOB KNOWLEDGE

Does the division chair effectively accomplish the following?

1. demonstrate comprehensive knowledge of duties _____
2. supervise preparation/updating of syllabi, and conduct instructor evaluations _____
3. understand clearly College policy/procedures including the budgetary process _____

Faculty/ Staff member’s comments:

QUALITY OF WORK

Does the division chair effectively accomplish the following?

1. establish, communicate, and follow well-defined procedures in the operations of the division _____
2. attend to department details punctually _____
3. strive to ensure that all requirements of accreditation are met _____

Faculty member’s comments:

WORKING RELATIONS

Does the division chair effectively accomplish the following?

1. have a friendly, approachable manner as a positive role model _____
2. treat faculty fairly regarding teaching assignments, class schedules, and division procedures _____
3. recognize divisional/professional achievements of faculty and staff _____
4. encourage feedback, and listen carefully to faculty and staff _____
5. administer College policy and procedures fairly and consistently _____

Faculty/ Staff member’s comments:

LEADERSHIP

Does the division chair effectively accomplish the following?

1. encourage faculty and staff participation in decision making regarding division activities _____
 2. maintain scheduled office hours _____
 3. work cooperatively with faculty and staff _____
 4. lead by example through appropriate personal appearance, speech, and work ethic _____
 5. act as a good role model with respect to professional growth activities _____
 6. champion innovative education initiatives for the division and College _____
- Faculty/ Staff member's comments:

PLANNING AND JUDGMENT

Does the division chair effectively accomplish the following?

1. plan division goals, and delegate responsibilities appropriately _____
 2. provide effective planning for division efficiency and growth _____
 4. conduct constructive instructor evaluations _____
 5. prepare the yearly budget with appropriate faculty input _____
 6. maintain high standards and timely review for Course Syllabi _____
- Faculty/ Staff member's comments:

COMMUNICATION SKILLS

Does the division chair effectively accomplish the following?

1. present in a clear way the expectations of faculty _____
 2. interpret faculty evaluations clearly and conduct productive instructor evaluations _____
 3. share promptly and accurately appropriate information from administrative officials _____
 5. mediate disputes effectively between faculty, students, and/or administration _____
 6. respond to and return correspondence in a timely manner _____
- Faculty/ Staff member's comments:

HUMAN RELATIONS SKILLS

Does the division chair effectively accomplish the following?

1. maintain sensitivity to the needs, rights, and background of students and colleagues _____
 2. handle grievances in a professional and sensitive manner _____
 3. provide for mentoring of faculty for improved performance and job satisfaction _____
 4. demonstrate openness to ideas, suggestions, and criticisms of the administration, faculty and/or students _____
- Faculty/ Staff member's comments:

Overall, the division chair functions effectively as a professional member of the division. Please comment.

