

COM-FSM Chuuk Campus
MANAGEMENT COUNCIL MEETING MINUTES

Date: Monday, 07/23/12	Time: 10:01 am - 12:36 pm	Location: Admin. Conference Room
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Members Present			Members Absent
• Mariano Marcus	• Marie Pitoli	• Kersweet Eria	• SBA
• Kind Kanto	• Ben Akkin	• Lucille Sain	• Deliver Salle
• Maika Tuala	• Alton Higashi	• Yosko Kim (CRE)	• Roger Arnold

Agenda / Major Topics of Discussion

I. Call to Order II. Minutes of Previous Meeting III. Announcements IV. Department Reports(*) V. Old Business VI. New Business VII. Adjournment	(*) Graffiti Wall Vehicle Purchase Faculty Workshop 9 Strategic Goals ACCJC Rubric #1 `Membership on Each Campus Committee
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Discussion on Agenda / Major Topics of Discussion

- I. **Call to Order:** Mariano called the meeting to order, and Maika offered a prayer to open the meeting.
- II. **Minutes** of the previous meeting 6/22/12 were approved, as corrected for date of e-mail distribution..
- III. **Announcements**
 - A. **President’s Visioning Summit in Pohnpei:** Four Chuuk Campus delegates will attend the August summit: Mariano, Kind, Maika, and Alton. This Aug meeting is defined as Phase #1. Phases #2 and #3 will be based at state campuses in the next few months. Further discussion focused on how our fiscal officer (Marie) may be able to attend.
CONSENSUS: That our Administration make all effort to locate and use travel funds to include Marie in the summit visitation and to coordinate with appropriate fiscal officials on budget planning.
 - B. **Closure of Upward Bound Program:** UBP in Chuuk and Kosrae will officially close down their programs this fiscal year. Deliver and Virginia will extend for a few additional weeks to complete a closure report for Chuuk. Kosrae State Legislature is making funding effort to continue UPB-type services. Whether or not Chuuk State Legislature will do the same here is not yet known.
 - C. **President Daisy’s Plan to Visit Chuuk:** Such plans were canceled due to the President’s illness. He sends his regrets that he will not be able to be keynote speaker at Chuuk’s graduation ceremony on Friday, July 27.
 - D. **Graduation Plans:** Maika and Lucille reported that plans are under way and shall be ready for graduation ceremony this Friday. A draft program brochure was circulated for review.
- IV. **Department News** (Admin/Inst/SS)
 - A. **Graffiti Wall:** Lucille announced that plans are afoot to create a graffiti wall on one side of the generator house between counseling and Building B. This plan should go into effect Fall 2012.
 - B. **Vehicle Purchase:** Ben explained that we should be purchasing three new vehicles in the next few weeks. Marie reminded all that the purchase-order deadline for FY-2012 is August 30.
 - C. **Faculty Workshop:** Kind reported that, rather than having a single week of faculty workshops in August, we shall be sponsoring a Thursday series of such workshop seminars 11:00am-12:25pm during the Fall 2012 semester.
 - D. **9 Strategic Goals:** Alton circulated a chart on how each Chuuk Campus office (in Admin/Inst/SS) intends to fulfill at least one sub-goal in each of the 9 strategic goals. A few offices still need to indicate what goals (and sub-goals) they plan to assist in implementing. *All offices must submit their intentions NLT Friday, July 27, to Mariano’s office.*
 - E. **ACCJC Rubric #1:** MC members have completed Rubric #1 on Institutional Effectiveness for Program Review (as shown in Attachment). Dated July 2012, its data are baseline. Two or three times

a year for the next few years, MC members will update Rubric #1 in order to determine how well Chuuk Campus is progressing toward sustainability in all 19 characteristics of program review.

[NOTE: Herewith stated is advice on how to read and understand Rubric #1. First, as a rubric, it lists 19 characteristics (or criteria) on what “institutional effectiveness for program review” means. All criteria must be attempted through qualitative and/or quantitative assessment. Who determines whether or not we in fact making such attempt? Only Management Council members. All the same, every Chuuk Campus employee as well as every student should be informed that we are responsible for taking appropriate action on all 19 characteristics. Second, for each criterion, there are four standards: A=1 (awareness), D=2 (developmental), P=3 (proficient), and S=4 (sustainability). In July 2012, MC members established baseline data. For instance, for A1, Chuuk Campus averages a rating of 1.6 under A=1. In other words, we are still in the “awareness” stage for A1, and that is okay. However, we must move toward S=4 and achieve “sustainability” in the next few years. Third, MC members will re-evaluate our status in Rubric #1, determine how successfully we are progressing from “awareness” through “developmental” and “proficient” toward “sustainability”.]

F. Membership on Each Campus Committee: Concern was raised that, among our own Chuuk Campus committees, not all have identified full membership. It is imperative, in the name of communication, that a list of all members of all Chuuk Campus committees, must be posted on campus. *Mariano is reminded that his office must finalize such list and post it as soon as possible.*

V. Old Business

A. Course-Level Assessment Plans for Fall 2012: Instructors will conduct course-level assessment for the following minimum courses: ESL 089, ESL 099, EN/CO 205, ED 210, SS 120, CA 100, as well as EN 208 and SC 117.

B. Meseiset Status: Concern was raised that publication of Meseiset has failed to reach the goal of one issue per month. To date (in the past 7 months), we have published only 3 issues. Questions were asked related to whether or not we are capable of sustainability in this particular case. *CONSENSUS: That Meseiset shall be published 4-5 times a year (twice each fall and spring semester, and possibly once each summer); and that the Meseiset Committee be put on notice to implement this decision.*

C. Community Outreach Plan: Concern was raised that Chuuk Campus still does not have an approved plan on community outreach. Three persons – Roger, Elfriede, and Deliver – were advised to meet and draft such plan, but none has yet been forthcoming. *Mariano is advised to determine when such plan will be presented to MC.*

VI. New Business

A. ACCJC Rubrics #2 (Planning) and #3 (Student Learning Outcomes): Alton introduced two more ACCJC rubrics for MC members to complete. Both will be completed by MC members and submitted to Mariano’s office NLT Friday, July 27.

B. ED 220 Course Outlines. Prior to his return to Hawaii, Joakim Peter submitted two new course outlines on special education: (1) ED 220a (Education for Exceptional Children: Mild Disabilities), and (2) ED 220b (Education for Exceptional Children: Moderate/Severe Disabilities). Both course outlines were given to Kind for review and transmittal through Mariano to Palikir. It is hoped that the Curriculum and Assessment Committee (CAC) will be able to review and approve both course outlines by early Spring 2013.

Next Meeting: To be announced.

Hand-Outs / Documents Referenced:

- 1 = Minutes of the 6/22/12 Management Council meeting
- 2 = Strategic Goals, Sub-Goals, and Objectives
- 3 = ACCJC Rubric #1 for Institutional Effectiveness for Program Review
- 4 = ACCJC Rubrics #2 (for Planning) and #3 (for Student Learning Outcomes).

Prepared by: Alton Higashi

Date distributed by e-mail: Tuesday, July 24, 2012

Summary Decisions / Recommendations / Action Steps / Motions with Timeline/Responsibilities

- **Strategic Goals:** By Friday, July 27, each office will submit to Mariano's office its intention on how it will implement at least one sub-goal for each of the 9 strategic goals. *The following offices are put on notice that they must complete this task and submit their intentions: Dean's Office, Maintenance/Security, Human Resources, and CRE; and FAO and OAR.*
- **All Campus Committees:** Mariano must finalize the list of membership on each Chuuk Campus committee and post it ASAP.
- **Community Outreach Plan:** Mariano must meet with Roger, Elfriede, and Deliver to set up a community outreach plan ASAP.
- **ACCJC Rubrics #2 and #3:** All MC members are directed to complete both rubrics and submit them to Mariano's office NLT Friday, July 27.