

COM-FSM Chuuk Campus  
**MANAGEMENT COUNCIL MEETING MINUTES**

<b>Date:</b> Thursday, 08/30/12	<b>Time:</b> 11:30 am – 1:05 pm	<b>Location:</b> Admin. Conference Room
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<b>Members Present</b>				<b>Absent</b>
• Mariano Marcus	• Marie Pitioi	• Kersweet Eria	• Roger Arnold	• Deliver Salle
• Kind Kanto	• Ben Akkin	• Lucille Sain	• Alton Higashi	
• Maika Tuala	• Lolita Ragus (CRE)	• Nenson Cholymay (SBA)		

<b>Agenda / Major Topics of Discussion</b>	
I. Call to Order and Attendance II. Minutes of Previous Meeting III. Announcements <sup>(1)</sup> IV. Department Reports V. Old Business VI. New Business VII. Adjournment	<sup>(1)</sup> Visioning Summit reports Nine strategic goals ACCJC’s three rubrics Campus committee membership Campus advisory council

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

- I. **Call to Order:** Mariano called the meeting to order, and Kersweet offered an opening prayer.
- II. **Minutes** of the previous meeting 7/23/12 were approved, as circulated.
- III. **Announcements**
  - A. **President’s Phase One Visioning Summit in Pohnpei:** Mariano, Kind, Maika, and Alton presented summaries of the August summit. There will be two more phases of discussion in the next few months, including at least one at state campuses.
  - B. **Final 9 Strategic Goals:** Three offices – Human Resources, FAO, and OAR – have not yet completed their goal/sub-goal selections.
  - C. **ACCJC’s Three Rubrics:** All 3 rubrics have now been completed. Data demonstrate that we at Chuuk Campus have been moving in the right direction in planning, program review, and SLOs, but we still have a way to go before we reach sustainability.
  - D. **Campus Committee Membership:** Two committees (Community Outreach and Staff Development) need to announce their memberships. A new committee is being established.
    1. As Community Outreach Committee chairman, Roger needs to identify committee members. We still do not know who these members are and what the committee’s plan of action is.
    2. **CONSENSUS:** *That Marylene Bisalen be re-designated as Staff Development Committee chair.* Under the principle of co-optation, she is hereby advised to select members for the school year 2012-2013. She is further advised that there shall be no SBA representative on her committee.
    3. **MOTION:** *That a Fund-Raising Committee be established.* Unanimous. Three persons have volunteered to serve as members – Marie, Lucille, and Genevy Samuel. The MC is responsible still for selecting the chairperson.
  - E. **COM-FSM Chuuk Advisory Council:** Mariano discussed the need to establish an advisory council of external stakeholders.
    1. An idea was put forth that the Advisory Council could offer input, and the Community Outreach Committee could design plans of action for implementing the input.
    2. **CONSENSUS:** *That a COM-FSM Chuuk Advisory Council be established.*
- IV. **Department News** (Admin/Inst/SS)
  - A. **Administration:** Mariano announced that several Palikir administrators will visit our campus to assist in a few activities, including selection of a Campus Dean, closing out of the Upward Bound Program, final plans for purchase of two vehicles (flatbed and van), and other personnel matters. In addition, Lolita announced that, sometime in September, CRE will sponsor a “Clean and Healthy Day” seminar on campus.

- B. Instruction: First, Kersweet explained that, at the CSDOEs Education Summit, LRC presented a seminar on book-making. Second, we need to finalize a vacancy announcement to replace Mac Emwalu in LRC/MITC.
- C. Student Services: Maika and Lucille discussed plans for the SBA election, beginning with candidate speeches on Tuesday, September 4.
- D. TTh 11:00-12:25 Schedule: Kind and Maika are directed to prepare, each month, a schedule of their TTh 11:00-12:25 activities. The schedule needs to be posted on campus as a monthly routine.

V. **Old Business**

- A. Community Outreach Plan: postponed.
- B. Meseiset Status: postponed. Kind is advised to submit to the MC the two drafts of a Meseiset policy.
- C. Faculty Workshop: Kind and Alton explained that the faculty workshop was held September 17. Two binders (manuals) were distributed. The first to all faculty a teacher training manual with 13 teaching approaches/strategies/methods for making the paradigm shift from teacher-centeredness to learner-centeredness. The second to all ChAWG members another training manual with 6 reports on assessment of ILOs, PLOs, CLOs, and SLOs.
- D. Latest Status on Graffiti Wall: Lucille and Ben explained that, once left-over paint is procured, the graffiti wall will be designed and prepared.
- E. Latest Status on Vehicle Purchase: discussed above.

VI. **New Business**

- A. Assessment of PLOs: Alton explained that Chuuk Campus has already begun assessing ILOs, CLOs, and SLOs, but not PLOs. On Thursday, September 13, at a workshop for Dean/IC/SSC, their program coordinators, and all ChAWG members, we will begin assessment protocols on PLOs during the school year 2012-2013.
- B. Recreation Planning: Lucille offered a plan, to be jointly implemented by CSDOE (CHS) and Chuuk Campus. Our campus seeks a location for its recreational activities. If the Chuuk High School gym may be an approved venue, Chuuk Campus would be willing to fund a repair project to get the gym in good physical condition. Such a request is being considered.

**Next Meeting:** To be announced.

**Hand-Outs / Documents Referenced:**

- 1 = Minutes of the 7/23/12 Management Council meeting
- 2 = Strategic Goals and Sub-Goals, by Office
- 3 = ACCJC Rubric #2 (for Planning)
- 4 = ACCJC Rubric #3 (for Student Learning Outcomes)
- 5 = Assessment Protocols for PLOs

**Prepared by:** Alton Higashi

**Date distributed:** Monday, September 3, 2012

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

- **Strategic Goals**: Mariano and Maika must assist Human Resources, FAO, and OAR in completing their goal selections for the 9 Strategic Goals and Sub-Goals.
- **Campus Committees**: First, Roger is urgently advised to select Community Outreach Committee members and to present a community-outreach plan of action. Second, Marylene is urgently advised to co-opt members of the Staff Development Committee for the school year 2012-2013. Third, Mariano is urgently directed to submit the name of a Fund-Raising Committee chairperson no later than the next MC meeting.
- **Advisory Council**: Mariano needs to design a plan of action for establishing the Council and for identifying potential membership of external stakeholders.
- **Vacancy Announcement**: Mariano and Kind need to finalize a vacancy announcement to replace Mac Emwalu in LRC/MITC.

- **Vehicle Purchase**: Mariano and Ben are directed to discuss with VPIA on final plans to purchase two vehicles (flatbed and van).
- **TTh 11:00-12:25 Schedule**: Kind and Maika are directed to prepare a monthly schedule of TTh 11:00-12:25 activities, to be posted for student awareness.
- **Meseiset Policy**: Kind is urgently advised to submit to the MC the two draft policies for the Meseiset.
- **Joint Repair Project of CHS Gym**: Maika and Lucille are urgently advised to follow up on the idea of joining with CSDOE (CHS) in a gym repair project in order to share recreational facilities at the Chuuk High School gym.