

# College of Micronesia-FSM Governance Policy

## **1.0 Policy:**

It is the policy of the College of Micronesia-FSM to promote a shared governance environment which involves the commitment and participation of all campus constituencies and to be guided by the college's value statements in the development of policies and procedures.

## **2.0 Purpose:**

The purpose of the College of Micronesia-FSM Shared Governance Model is to ensure participatory decision-making. Its fundamental premise rests upon active and responsible involvement of all college employees and students. An inherent characteristic is a commitment made by the President as well as members of all constituency groups to engage in interactive communication. The Shared Governance Model is a system of committees and subcommittees which address institutional needs and provide a conduit for system communication. Through this model, details of issues and policy matters are to be brought into a forum where full participation in the decision-making process can be assured. This model presumes that there will be timely response to all recommendations and resolutions.

The goal of the Shared Governance Model is to engage all members in the college community in guiding the college to achieve its mission of "assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning." Recognizing that everyone's time is valuable, it is important for each committee to have meaningful issues to address and for a structure to exist that will ensure committee issues are heard and appropriately addressed. Subcommittee recommendations are forwarded through appropriate standing committees and ultimately to the President and his Cabinet for action. Operations under the Shared Governance Model shall conform to the latest edition of Robert's Rules of Order. Attendance at committee meetings is part of an employee's responsibilities when assigned to a committee and is necessary for the model to be successful; therefore attendance at committee meetings is to be considered in the employee's performance evaluation.

## **3.0 Application:**

This policy applies to all standing committees, subcommittees and ad hoc committees and the college community at large.

## **4.0 Responsibilities:**

The President has the overall authority of implementing the Governance Policy.

## **5.0 Procedure:**

The President is charged by the Board of Regents to responsibly manage the affairs of the college in accordance with their wishes and in line with the Federated States of Micronesia enabling legislation that established and authorizes the college. A system of standing committees and employee and student organizations are established to allow faculty, staff, students and administrators to participate in the generation of ideas and to discuss and make recommendations on matters relative to the college. All committees and organizations are ultimately advisory to the President to assist him in carrying out his responsibilities.

### **A. Shared Governance Process**

The shared governance process occurs through the standing committee structure, Faculty/Staff Senate and Student Body Association. These structures are defined in the attached Appendix A. This committee structure and organizations afford broad-based participation in the governance process by all campus constituencies.

### **B. Assuring Representation**

- Each state campus is to institute the following extension of standing committees: management council, curriculum committee, student services committee, and personnel committee. The state campus director is to serve as the chairman of the management council. The responsibilities of the management council include that of the planning and finance committee, and membership includes the director, instructional coordinator, student services coordinator, fiscal officer, Faculty/Staff Senate president, Student Body Association president, and a faculty or staff representative depending on whether the F/SS president is a member of the faculty or staff. The instructional coordinator is to chair the curriculum committee; the student services coordinator is to chair the student services committee; and secretary or administrative officer to the campus director is to chair the personnel committee.
- These state campus committees are to appoint at least one representative to the main standing committees. These representatives have two major responsibilities. They are responsible for bringing the state campus faculty, staff, and students' interests and concerns to the attention of the main standing committees. They are also and perhaps especially responsible for bringing the issues that are under consideration of the main standing committees to the attention of the state campus community.
- The Faculty/Staff Senate and Student Body Association are to appoint their representatives to standing committees as appropriate. These representatives are responsible for bringing the Senate and SBA's interests and concerns to the attention of the standing committees and for bringing issues that are under consideration of the standing committees to the attention of the Senate and SBA.

- The main standing committee chairs and all members of the committees are to establish appropriate timelines for discussion, information gathering and dissemination, and consideration of the issues before their committees.
- All main standing committee members represent the college community, some with particular responsibility to particular constituency. All have a responsibility to ensure that communication is frequent, thorough, clear and timely.

**6.0 Definitions:**

- Cabinet: the primary vehicle to foster collaborative development or review of college procedures.
- Standing committees: representative groups that focus on a specific area of college operations. These groups are intended to be on-going groups that identify issues, collect facts, and recommend solutions to appropriate departments and the President.
- Ad hoc committees: groups appointed for a limited time period to review specific issues or concerns and to make recommendations on the issue or concern to a committee. These groups may also be called working groups or task forces.

Approved BOR 12/7/06.

## **Appendix A**

### **College of Micronesia-FSM Standing Committees**

The main standing committees of the College of Micronesia-FSM are as follows:

1. Cabinet
2. Planning and Resources Committee
  - a. Assessment Committee
  - b. Auxiliary Services Advisory Committee
  - c. Endowment Fundraising Steering Committee
  - d. Facilities and Campus Environment Committee
  - e. Finance Committee
  - f. Information Communications Technology Committee
  - g. Personnel Committee
  - h. Staff Development Committee
  - i. Sponsored Programs Committee
3. Curriculum Committee
  - a. Learning Resources Committee
4. Student Services Committee
  - a. Financial Aid Committee
5. Admissions Board
6. Cooperative Research and Extension Committee
7. Accreditation Committee
8. Publications Committee

College of Micronesia-FSM

**CABINET**  
**Terms of Reference**

**A. Authority**

The Cabinet operates through the authority of the President. Recommendations from the Cabinet are submitted to the President for action.

**B. Purpose**

The Cabinet serves as the advisory body to the President on all matters relating to the welfare of the College and actively promotes effective communication and information exchange among all campus constituencies.

**C. Membership**

The following positions are voting members of the Cabinet:

- President
- Vice President for Instructional Affairs
- Vice President for Student Services
- Vice President for Administrative Services
- Vice President for Cooperative Research and Extension
- Accreditation Liaison Officer
- President, Faculty/Staff Senate or designee
- President, Student Body Association or designee

The Executive Secretary to the President serves as the secretary. The Executive Assistant to the President attends all Cabinet meetings and assists the President in expediting the functions of the Cabinet.

Responsibilities of members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

## **D. Organization**

The President chairs Cabinet meetings, and in his/her absence, the Acting President or designee presides. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the Cabinet are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting;
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner; and
- Implement decisions and forward recommendations to the Board of Regents.

The Executive Secretary to the President is the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

## **E. Meetings**

Meetings are held bi-weekly throughout the year. The schedule is determined at the beginning of each academic term. The President may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next Cabinet meeting minutes.

## **F. Responsibilities**

The responsibilities of the Cabinet are to:

- Advise the President on the member's area of responsibility/representation;
- Identify areas that are in need of new or revised policy and/or procedure;
- Review final versions of policies and procedures, academic calendar and programs, budgets, and strategic plans for clarity and consistency with the College's mission, values, goals and priorities;
- Review all facilities renovation and/or development plans;
- Provide oversight on institutional effectiveness efforts; and
- Facilitate the flow of information and concerns to and from the President.

## **G. Communication & Distribution of Information**

Agenda items may be submitted to the President by other members or other committees. The President compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The President's Office then distributes the official minutes to all Cabinet members. The President's Office maintains a file on official Cabinet minutes.

Following each meeting, the President promulgates decisions to those responsible for implementing and/or affected by the decision or submits the recommendations to the Board of Regents for its action. In addition, the Executive Assistant informs the chairperson of the committee that submitted the action item of the Cabinet's decision.

Cabinet members convey concerns and input on current issues from their respective areas to Cabinet. They also discuss the issues being addressed by Cabinet and share the minutes with the community they represent.

(Cabinet – 1/18/08)

**PLANNING AND RESOURCES COMMITTEE**  
**Terms of Reference**

**A. Authority**

The Planning and Resources Committee operates through the authority of and reports to the President. Recommendations from the committee are submitted to the President for action.

**B. Purpose**

The Planning and Resources Committee advises the President in matters relating to planning and resource allocation and provides oversight and assists with setting the agenda for the following subcommittees: Assessment Committee, Auxiliary Services Advisory Committee, Facilities and Campus Environment Committee, Finance Committee, Endowment Fundraising Steering Committee, Information Communications Technology Committee, Personnel Committee, Sponsored Programs Committee and Staff Development Committee.

**C. Membership**

The members of the Planning and Resources Committee include a member, preferably the chairperson, of the following standing committees and their sub-committees:

- Cabinet/President, *ex officio*
- Assessment Committee (Subcommittee – Planning and Resources Committee)
- Auxiliary Services Advisory Committee (Subcommittee – Planning and Resources Committee)
- Endowment Fundraising Steering Committee (Subcommittee – Planning and Resources Committee)
- Facilities and Campus Environment Committee (Subcommittee – Planning and Resources Committee)
- Finance Committee (Subcommittee – Planning and Resources Committee)
- Information Communications Technology Committee (Subcommittee – Planning and Resources Committee)
- Personnel Committee (Subcommittee – Planning and Resources Committee)
- Sponsored Programs Committee (Subcommittee – Planning and Resources Committee)
- Staff Development Committee (Subcommittee – Planning and Resources Committee)
- Curriculum Committee

- Learning Resources Committee (Subcommittee – Curriculum Committee)
- Student Services Committee
- Financial Aid Committee (Subcommittee – Student Services Committee)
- Admissions Board
- Cooperative Research and Extension Committee
- Accreditation Committee
- Publications Committee

Other members include:

- Vice President for Administrative Services
- Director of Institutional Research and Planning
- Campus Directors (5)
- President, Faculty/Staff Senate
- Faculty representatives (2); 1 representing the national campus and 1 representing the state campuses
- President, Student Body Association
- Student representative (1)
- External stakeholders (3)

At the beginning of the academic year, the Faculty/Staff Senate recommends the two faculty representatives, one representing the national campus and one representing the state campuses; and the Student Body Association recommends the student representative. The President then appoints the committee members based on the recommendations. External stakeholders are invited by the President.

The Executive Secretary to the Vice President for Administrative Services serves as the secretary. Staff from Institutional Research and Planning Office provides administrative and technical assistance to the committee.

Responsibilities of committee members are to:

- Promote planning as a basic responsibility of all leaders, managers, faculty, and staff;
- Encourage planning and evidence oriented behavior at all levels of the organization;
- Regularly prepare for and attend committee meetings;
- Actively participate in meetings;
- Keep their respective committees and departments informed of the activities and issues of the Planning and Resources Committee through a variety of communications media;
- Bring information from their respective committees and departments to the committee; and
- Serve on a working group or subcommittee frequently.

## **D. Organization**

The Vice President for Administrative Services chairs the Planning and Resources Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting;
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner; and
- Forward subcommittee recommendations to the President within three working days.

The Director of Institutional Research and Planning serves as the vice chairperson. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The Executive Secretary to the Vice President for Administrative Services serves as the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

## **E. Meetings**

*Meetings:* Meetings are held monthly with at least one being a face-to-face meeting of the full committee. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes.

*Decision making:* The committee works on a consensus basis. If consensus cannot be reached and voting is necessary, a majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

*Working groups:* Occasionally working groups, consisting of a subset of the members and/or members from outside the committee, are created by the chairperson to respond to a specific challenge. If a working group is required, working group meetings are held as

needed for the duration of the task. The working groups report results to the full committee.

## **F. Responsibilities**

The responsibilities of the Planning and Resources Committee are to:

- Gather information from the College community as well as political and community leaders;
- Develop cultures of planning and evidence as a basic responsibility of all leaders, managers, faculty and staff to ensure planning and evidence-oriented behavior occurs at all levels of the organization;
- Coordinates oversight guidance to subcommittee;
- Oversee development, implementation, updating, and reporting on the College's strategic plan and sub plans.
- Provide oversight to ensure linking of planning, evaluation and resource allocation through strategic planning, annual budget preparation, implementation of the Institutional Assessment Plan, sponsored programs, and other planning and resource allocation activities; and
- Provide oversight for coordination of assessment of institutional effectiveness.

## **G. Communication & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The Vice President for Administrative Services then distributes the official minutes to all committee members and to the President. The Office of the Vice President for Administrative Services maintains a file on official Planning and Resources Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

## **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet – 2/18/08)

**ASSESSMENT COMMITTEE  
Terms of Reference**

**B. Authority**

As a subcommittee of the Planning and Resources Committee, the Assessment Committee operates through the authority of and reports to the President through the chairperson of the Planning and Resources Committee. Recommendations from the committee are submitted through the chairperson of the Planning and Resources Committee to the President for action.

**C. Purpose**

The Assessment Committee advises the President on matters relating to assessment and evaluation and the implementation of the Institutional Assessment Plan.

**D. Membership**

The members of the Assessment Committee are:

- Director, IRPO
- Assessment Specialist, IRPO
- Director Academic Programs
- Director Vocational Community Based and Continuing Education
- Instructional Coordinator or Student Services Coordinator (1 each campus)
- Faculty/Staff Representatives (3 national campus & 3 state campuses)
- Student Services Representatives (2)
- Administrative Services representatives (2)
- Cooperative Research and Extension representative

At the beginning of the academic year, the Faculty/Staff Senate recommends the Senate representatives; the Student Body Association recommends the student representatives; Campus Directors the campus representative; the Vice President for Administrative Services the administrative services representative; and the Vice President for Cooperative Research and Extension the cooperative research and extension representative. The President then appoints the committee members based on the recommendations.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;

- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

#### **E. Organization**

The IRPO director chairs the Assessment Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

IRPO staff will serve as the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

#### **F. Meetings**

Meetings are held at least biweekly. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

#### **G. Responsibilities**

The responsibilities of the Assessment Committee are to:

- Develop or revise policies and/or procedures assigned to or identified by the committee.

- Ensure all elements of the college are doing their part in assessment
- Oversee implementation of the Institutional Assessment Plan
- Review and approve the assessment plan developed by programs, offices, etc.
- Review and approve the assessment report developed by programs, offices, etc.
- Review and comment on the assessment components of new programs and/or substantive change of programs.
- Dissemination of information to appropriate bodies (committees) – assessment is a sub committee of the overall planning and finance committee
- Support dissemination of assessment information
- Support training on assessment
- Support technical assistance on assessment
- Provide updates on trends in assessment and evaluation to the college community
- Review and approve an annual report on assessment at the college

## **H. Communications & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The IRPO office then distributes the official minutes to all committee members and to the President. The IRPO office maintains a file on official Assessment Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President (through the chairperson of the Planning and Finance Committee. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

## **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular

employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet – 2/18/08)

College of Micronesia-FSM

**Endowment Fundraising Steering Committee  
Terms of Reference**

**I. Authority**

As a subcommittee of the Planning and Resources Committee, the Endowment Fundraising Steering Committee operates through the authority of and reports to the President through the chairperson of the Planning and Resources Committee. Recommendations from the committee are submitted through the chairperson of the Planning and Resources Committee to the President for action.

**J. Purpose**

The Endowment Fundraising Steering Committee advises the President on matters relating to and facilitates coordination of fundraising activities for the COM-FSM Endowment Fund both locally and internationally.

**K. Membership**

The members of the Endowment Fundraising Steering Committee are:

- COM-FSM President as ex-officio member
- Director of Development and Community Relations
- Chairpersons, Local Subcommittees from each of the six (6) campuses
- Chairperson, International Subcommittee
- Chairperson, Government Subcommittee
- Student representative
- Alumni Association representative

At the beginning of the academic year, the National Campus Student Body Association recommends the student representative who will coordinate with the Student Body Associations at all campuses and the Alumni Association the alumni representative. The President then appoints the committee members based on recommendations.

A staff from the Development and Community Relations Office serves as the committee secretary.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and

- Share information on committee discussions, recommendations with and gather input from their area of representation.

## **L. Organization**

The Director of Development and Community Relations chairs the Endowment Fundraising Steering Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The responsibilities of the secretary are to:

- Take and prepare accurate minutes; and
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

## **D. Subcommittees**

The following subcommittees are responsible for coordinating fundraising activities at different levels:

- **Local Subcommittees**  
Each campus establishes a local subcommittee to coordinate fundraising activities at the local level. Membership includes at least two representatives from the faculty, management, professional staff, and classified staff appointed by the campus Faculty/Staff Senate and at least two student representatives appointed by the campus SBA. At campuses where a Faculty/Staff Senate is not yet established, appointments are made by the campus director. Members of the public may be invited to be members of the local subcommittee by subcommittee members through administrative consent.

- **International Subcommittee**  
An international subcommittee is established to coordinate fundraising activities at the international level. Members of this committee are appointed by the chairperson of the Endowment Fundraising Steering Committee and the College President. Members of the public may be invited to be members of the international subcommittee by subcommittee members through administrative consent.
- **Government Subcommittee**  
A government subcommittee is established to coordinate fundraising activities at the government level. Members of this committee are appointed by the chairperson of the Endowment Fundraising Steering Committee and the College President. Members of the public may be invited to be members of the government subcommittee by subcommittee members through administrative consent.
- **Alumni Subcommittee**  
An alumni subcommittee is established to coordinate fundraising activities with the college alumni. Members of this committee are appointed by the Alumni Association.

## **M. Meetings**

Meetings are held at least quarterly. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

## **N. Responsibilities**

The responsibilities of the Endowment Fundraising Steering Committee are to:

- Develop or revise policies and/or procedures assigned to or identified by the committee;
- Recommend annual fundraising goals and strategies for the Endowment Fund;
- Coordinate efforts of the subcommittees to seek opportunities and organize activities to raise funds for the EF;
- Produce materials to promote the EF and fundraising activities; and
- Report regularly on earnings (losses).

## **O. Communications & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The DCR office then distributes the official minutes to all committee members and to the President. The DCR office maintains a file on official Endowment Fundraising Steering Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the chairperson of the Planning and Finance Committee. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

## **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet – 2/18/08)

**FACILITIES AND CAMPUS ENVIRONMENT COMMITTEE**  
**Terms of Reference**

**P. Authority**

As a subcommittee of the Planning and Resources Committee, the Facilities and Campus Environment Committee operates through the authority of and reports to the President through the chairperson of the Planning and Resources Committee. Recommendations from the committee are submitted through the chairperson of the Planning and Resources Committee to the President for action.

**Q. Purpose**

The Facilities and Campus Environment Committee advises the President on matters relating to facilities planning, campus beautification, infrastructure maintenance, disaster preparedness, and safety, security and accessibility issues.

**R. Membership**

The members of the Facilities and Resources Committee are:

- Vice President for Administrative Services
- Vice President for Instructional Affairs
- Vice President for Student Services
- Vice President for Cooperative Research and Extension
- Director of Facilities and Security
- Director of Institutional Research and Planning
- Director of Information Technology
- Director of Development and Community Relations
- Safety and Security Supervisor
- Construction Projects Manager
- Campus Directors or designee (5)
- Faculty/Staff Senate representatives (1)
- Student Body Association representative (1)

At the beginning of the academic year, the Faculty/Staff Senate recommends the Senate representative and the Student Body Association the student representative. the President then appoints the committee members based on the recommendations

The secretary from the Maintenance office serves as the committee secretary.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

## **S. Organization**

The Director of Facilities and Security chairs the Facilities and Campus Environment Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

A maintenance staff serves as the secretary for the committee. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

## **T. Meetings**

Meetings are held at least quarterly with one of the meetings being a face-to-face meeting with all campus directors present. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A simple majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

## **U. Responsibilities**

The responsibilities of the Facilities and Campus Environment Committee are to:

- Develop or revise policies and/or procedures assigned to or identified by the committee;
- Review all major documents relating to facilities and campus environment, such as facilities master plan, maintenance plan, security plan, disaster preparedness and responsiveness plan, campus beautification plan, etc.;
- Update the infrastructure development master plan annually;
- Review major renovation and or building requests;
- Serve as bid review committee;
- Survey obsolete and surplus furniture, vehicles, and equipment, except for computers; and
- Review assessments/evaluations of facilities and campus environment and make recommendations.

## **V. Communications & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The Maintenance Office then distributes the official minutes to all committee members and to the President. The Maintenance Office maintains a file on official Facilities and Campus Environment Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the chairperson of the Planning and Resources Committee. The chairperson also updates the members of the action taken of the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

## **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of

the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet – 2/18/08)

College of Micronesia-FSM

**FINANCE COMMITTEE**  
**Terms of Reference**

**A. Authority**

As a subcommittee of the Planning and Resources Committee, the Finance Committee operates through the authority of and reports to the President through the chairperson of the Planning and Resources Committee. Recommendations from the committee are submitted through the chairperson of the Planning and Resources Committee to the President for action.

**B. Purpose**

The Finance Committee advises the President on matters relating to fiscal management of the College.

**C. Membership**

The members of the Finance Committee are:

- Vice President for Administrative Services
- Vice President for Instructional Affairs
- Vice President for Support and Student Affairs
- Vice President for Cooperative Research and Extension
- Comptroller
- Director of Institutional Research and Planning
- Director of Human Resources
- Campus Directors (5)
- Business Office Manager
- Director of Financial Aid
- State Campus Accountant
- Accounting/Finance instructor
- Two faculty representatives (at least one from a state campus)
- Two student representatives

At the beginning of the academic year, the Faculty/Staff Senate recommends the two faculty representatives, at least one from a state campus; the Student Body Association the two student representatives. The then President appoints the committee members based on the recommendations.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

#### **D. Organization**

The Comptroller chairs the Finance Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The state campus accountant serves as the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

#### **E. Meetings**

Meetings are held monthly. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary, however if a member expresses objection for an electronic vote, the matter is tabled to the next special meeting for discussion and appropriate action. Results of electronic voting are to be documented in the next committee meeting minutes.

## **F. Responsibilities**

The responsibilities of the Finance Committee are to:

- Address issues and matters relating to fiscal administration;:
- Review budgets (operations budget, FSM FMI budget, infrastructure development plan budget, auxiliary enterprise budgets and other budgets) for the College;
- Recommend tuition fees and other fees charged by the College;
- Recommend fiscal policies and procedures;
- Recommend closure and opening bank accounts and credit card accounts;
- Recommend use of fund balance and excess revenue; and
- Act on other fiscal matters as referred by the College community.
- Review assessments/evaluations of financial processes and services and make recommendations.

## **G. Communication & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The Business Office then distributes the official minutes to all committee members and to the President. The Business Office maintains a file on official Finance Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the chairperson of the Planning and Resources Committee. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

## **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular

employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet – 2/18/08)

College of Micronesia-FSM

**INFORMATION COMMUNICATIONS TECHNOLOGY COMMITTEE**  
**Terms of Reference**

**W. Authority**

As a subcommittee of the Planning and Resources Committee, the Information Communications Technology Committee operates through the authority of and reports to the President through the chairperson of the Planning and Resources Committee. Recommendations from the committee are submitted through the chairperson of the Planning and Resources Committee to the President for action.

**X. Purpose**

The Information Communications Technology Committee advises the President on matters relating to technology issues for the college.

**Y. Membership**

The members of the Information Communications Technology Committee are:

- Director, Information Technology
- Director, Research and Planning
- Director, Vocational, Community and Continuing Education
- Director, Development and Community Relations or designee
- Director, Learning Resources Center or designee
- Director, Maintenance and Security or designee
- Campus Director or designee (5)
- Admissions and Records representative
- Cooperative Research and Extension representative
- Senior Information Technology staff member
- Faculty/Staff Senate representative (2)
- Student Body Association representative

At the beginning of the academic year, the Faculty/Staff Senate recommends the two Senate representatives; the Student Body Association the one student representative; Campus Directors the campus representative; and the division/office heads their representative. The President then appoints the representative members based on the recommendations.

A staff from the Information Technology office serves as the committee secretary.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

## **Z. Organization**

The Director of Information Technology chairs the Information Communications Technology Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

## **AA. Meetings**

Meetings are held at least quarterly. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

## **BB. Responsibilities**

The responsibilities of the Information Communications Technology Committee are to:

- Develop or revise policies and/or procedures assigned to or identified by the committee;
- Act on request for usage of technology fee funds;
- Develop and maintain the technology plan for the COM-FSM system;
- Coordinate information and communications technology provision throughout the College to maximize its effectiveness;
- Recommend career development and training needs of ICT support personnel;
- Recommend the information communications technology resources required to implement the Colleges strategic plan; and
- Review and recommend a preferred vendor list for technology purchases for the College.
- Review assessments/evaluations of information technology services and make recommendations.

## **CC. Communications & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The Information Technology office then distributes the official minutes to all committee members and to the President. The Information Technology office maintains a file on official Information Communications Technology Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the chairperson of the Planning and Resources Committee. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

## **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of

the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet 2/18/08)

College of Micronesia-FSM

**PERSONNEL COMMITTEE**  
**Terms of Reference**

**DD. Authority**

As a subcommittee of the Planning and Resources Committee, the Personnel Committee operates through the authority of and reports to the President through the chairperson of the Planning and Resources Committee. Recommendations from the committee are submitted through the chairperson of the Planning and Resources Committee to the President for action.

**EE. Purpose**

The Personnel Committee advises the President on matters relating to human resources.

**FF. Membership**

The members of the Personnel Committee are:

- Director of Human Resources
- Human Resources Specialist
- Executive Assistant to the President
- Sponsored Programs Facilitator
- Payroll Accountant
- Faculty representative (2)
- Professional staff representatives (2)
- Classified staff representatives (2)
- Management representatives (2)
- Chairpersons, State Campus Personnel Committee (5)
- Cooperative Research and Extension representative

At the beginning of the academic year, the Faculty/Staff Senate recommends the eight Senate representatives, two from each of the four personnel classifications, and the Vice President for Cooperative Research and Extension the cooperative research and extension representative. The President then appoints the committee members based on the recommendations.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

## **GG. Organization**

The Director of Human Resources chairs the Personnel Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The human resources specialist on the committee serves as the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes; and
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

## **HH. Meetings**

Meetings are held at least monthly. The schedule is determined at the beginning of the academic year. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

## **II. Responsibilities**

The responsibilities of the Personnel Committee are to:

- Develop or revise policies and/or procedures assigned to or identified by the committee by researching the issues, soliciting input, gathering information, disseminating that information and finally formatting the policy for approval;
- Review assessments and evaluations of human resources services and make recommendations.

## **JJ. Communications & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The Human Resources Office then distributes the official minutes to all committee members and to the President. The Human Resources Office maintains a file on official Personnel Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the chairperson of the Planning and Resources Committee. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

## **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet – 2/18/08)

## **College of Micronesia-FSM**

### **STAFF DEVELOPMENT COMMITTEE**

#### **Terms of Reference**

#### **KK. Authority**

As a subcommittee of the Planning and Resources Committee, the Staff Development Committee operates through the authority of and reports to the President through the chairperson of the Planning and Resources Committee. Recommendations from the committee are submitted through the chairperson of the Planning and Resources Committee to the President for action.

#### **LL. Purpose**

The Staff Development Committee advises the President on all issues relating to staff development programs and development plans.

#### **MM. Membership**

The members of the Staff Development Committee are:

- Director of Human Resources
- Human Resources Specialist
- Campus representatives (6)
- Cooperative Research and Extension representative
- Faculty/Staff Senate representatives (4), one from each personnel classification category

At the beginning of the academic year, Campus Directors and Vice President for Administrative Services recommend the representative from each campus; and the Faculty/Staff Senate the four Senate representatives. The President then appoints the committee members based on the recommendations.

The administrative specialist from the HR office serves as the committee secretary.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussion, recommendations, and decisions with and gather input from the area of representation.

## **NN. Organization**

The Director of Human Resources chairs the Staff Development Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The Human Resources specialist serves as the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

## **OO. Meetings**

Meetings are held at monthly. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

## **PP. Responsibilities**

The responsibilities of the Staff Development Committee are to:

- Assist in the development and recommend a master staff development plan that is linked to college priorities;
- Review policies and/or procedures assigned to or identified by the committee;
- Review staff development programs for the college;

- Make recommendations on staff development requests for degree programs and educational leave;
- Review staff development assessments and evaluations and make recommendations; and
- Review recommendations from Campus Staff Development Committees.

## **QQ. Communications & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, campus directors/VPA, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The HR or campus committee secretary then distributes the official minutes to all committee members and to the President. The HR office maintains a file on official Staff Development Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the chairperson of the Planning and Resources committee. Campus recommendations are forwarded to the overall Staff Development Committee. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

## **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting.

(Cabinet – 3/3/08)

The College of Micronesia-FSM

**SPONSORED PROGRAMS COMMITTEE**  
**Terms of Reference**

**RR. Authority**

As a subcommittee of the Planning and Resources Committee, the Sponsored Programs Committee operates through the authority of and reports to the President through the chairperson of the Planning and Resources Committee. Recommendations from the committee are submitted through the chairperson of the Planning and Resources Committee to the President for action.

**SS. Purpose**

The Sponsored Programs Committee advises the President on matters relating to commitment of college resources to annex programs.

**TT. Membership**

The members of the Sponsored Programs Committee are:

- Vice President for Administration or designee
- Vice President for Instructional Affairs or designee
- Vice President for Student Services or designee
- Vice President for Cooperative Research and Extension or designee
- Director of Institutional Research and Planning
- Director of Development and Community Relations
- Director of Human Resources
- Sponsored Programs Facilitator
- Business Office Manager
- Sponsored programs representative
- Faculty representative
- Agriculture Experiment Station representative
- Campus administration representatives (5)

At the beginning of the academic year, The Faculty/Staff Senate recommends the faculty representative; the Vice President for Cooperative Research and Extension the agriculture experiment station representatives; and campus directors recommends their campus administration representative. The President then appoints the committee members based on the recommendations.

Staff from the Institutional Research and Planning Office serves as the committee secretary.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

## **UU. Organization**

The Director of Institutional Research and Planning chairs the Sponsored Programs Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

The Sponsored Programs Facilitator serves as vice chairperson. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

## **VV. Meetings**

Meetings are held at least quarterly. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A simple majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

## **WW. Responsibilities**

The responsibilities of the Sponsored Programs Committee are to:

- Develop or revise policies and/or procedures assigned to or identified by the committee;
- Review and recommend annex activities that meet established criteria; and
- Review assessments and evaluations of sponsored programs and make recommendations.

## **XX. Communications & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The IRPO office then distributes the official minutes to all committee members and to the President. The IRPO office maintains a file on official Sponsored Programs Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the chairperson of the Planning and Resources Committee. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

## **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;

- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet – 2/18/08)

College of Micronesia-FSM

**CURRICULUM COMMITTEE**  
**Terms of Reference**

**YY. Authority**

The Curriculum Committee operates through the authority of and reports to the President. Recommendations from the committee are submitted to the President for action.

**ZZ. Purpose**

The Curriculum Committee advises the President on matters relating to programs, curricula, and academic policies and procedures, and provides oversight and assists with setting the agenda for the Learning Resources Committee.

**AAA. Membership**

The members of the Curriculum Committee are:

- Vice President for Instructional Affairs or designee
- Vice President for Student Services or designee
- Vice President for Cooperative Research and Extension or designee
- Director of Academic Programs
- Director of Vocational, Community, and Continuing Education
- Director of Learning Resources Center
- Director of Admissions and Records
- Director of Institutional Research and Planning
- Campus Instructional Coordinators
- National Campus Academic Division Chairpersons
- Faculty representatives (2)
- Student representative

At the beginning of the academic year, the Faculty/Staff Senate recommends the two faculty representatives and the Student Body Association the student representative. The President appoints the committee members based on the recommendations.

The Executive Secretary to the Vice President for Instructional Affairs serves the secretary.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;

- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

### **BBB. Organization**

The Vice President for Instructional Affairs is the chairperson of the Curriculum Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting;
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner; and
- Forward subcommittee recommendations to the President within three working days.

The Director of Academic Programs serves as the vice chairperson of the committee. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

### **CCC. Meetings**

Meetings are held biweekly. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

### **DDD. Responsibilities**

The responsibilities of the Curriculum Committee are to:

- Develop or revise policies and/or procedures assigned to or identified by the committee;
- Seek information on matters pertaining to programs, curricula, and academic policies and procedures for COM-FSM;
- Review and recommend for approval all new and modified programs and outlines (This include regular college offerings, short-term training and CEUs.);
- Review and recommend certification of part-time instructors and trainers; and
- Review program assessments and evaluations and make recommendations.

### **EEE. Communications & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The VPIA office then distributes the official minutes to all committee members and to the President. The VPIA office maintains a file on official Curriculum Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

### **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet – 2/18/08)

**LEARNING RESOURCES COMMITTEE**  
**Terms of Reference**

**FFF. Authority**

As a subcommittee of the Curriculum Committee, the Learning Resources Committee operates through the authority of and reports to the President through the chairperson of the Curriculum Committee. Recommendations from the committee are submitted through the chairperson of the Curriculum Committee to the President for action.

**GGG. Purpose**

The Learning Resources Committee advises the President on matters relating to library and learning support, archives, and audio-visual services.

**HHH. Membership**

The members of the Learning Resources Committee are:

- Director of Learning Resources
- Director of Academic Affairs
- Director of Vocational, Community and Continuing Education
- Director of Information Technology
- Library representative
- MITC representative
- Campus librarians (5)
- Faculty (2)
- Students (2)

At the beginning of the academic year, the Faculty/Staff Senate recommends the two faculty representatives; the Student Body Association the two student representatives and the Director of Learning Resources the library and MITC representatives. The President then appoints the committee members based on the recommendations.

The secretary from the Learning Resources Center serves as the committee secretary.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and

- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

### **III. Organization**

The Director of Learning Resources chairs the Learning Resources Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

### **JJJ. Meetings**

Meetings are held at least monthly. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A simple majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

### **KKK. Responsibilities**

The responsibilities of the Learning Resources Committee are to:

- Develop or revise policies and/or procedures assigned to or identified by the committee;
- Make recommendations for the improvement of library and learning support, archives, and audio-visual services;
- Support innovation for the continuous growth of the LRCs and for the general development of College's programs; and
- Review library services assessments and evaluations and make recommendations.

### **LLL. Communications & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The LRC office then distributes the official minutes to all committee members and to the President. The LRC office maintains a file on official Learning Resources Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the chairperson of the Curriculum Committee. The chairperson also updates the members of the action taken on the committee's recommendations when informed.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

### **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;

- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that.

(Cabinet 2/18/08)

**STUDENT SERVICES COMMITTEE**  
**Terms of Reference**

**A. Authority**

The Student Services Committee operates through the authority of and reports to the President. Recommendations from the committee are submitted to the President for action.

**B. Purpose**

The Student Services Committee advises the President in all matters relating to student affairs and student support services and provides oversight and assists with setting the agenda for the following subcommittees: Financial Aid Committee, Non-resident Life Committee, and Resident Life Committee.

**C. Membership**

The members of the Student Services Committee are:

- Vice President for Student Services
- Director of Student Life
- Director of Institutional Research and Planning
- Student Services Coordinators (5)
- Coordinator of Sports & Recreation
- Manager for Residence Halls
- College Nurse
- Cafeteria Manager
- Bookstore Manager
- Admissions & Records representative
- Financial Aid representative
- Counseling representative
- Student Support Services Program representative
- Peer Counseling representative
- Maintenance representative
- Learning Resources representative
- Security representative
- Faculty/Staff Senate representatives (2)
- Student Body Association representatives (2)

At the beginning of the academic year, the office/activity heads recommend their representative; the Faculty/Staff Senate the two Senate representatives; and the Student Body Association the two student representatives. The President then appoints the committee members based on the recommendations.

The Executive Secretary to the Vice President for Student Services serves as the committee secretary.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations, and decisions with and gather input from their area of representation.

#### **D. Organization**

The Vice President for Student Services chairs the Student Services Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting;
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner; and
- Forward recommendations from subcommittees to the President or appropriate committee within three working days.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The responsibilities of the secretary are to:

- Take and prepare accurate minutes; and
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

#### **E. Meetings**

Meetings are held at least once a month throughout the year. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or

upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

## **F. Responsibilities**

The responsibilities of the Student Services Committee are to:

- Identify student services policies, procedures and programs that require development and/or review;
- Research the issues, solicit input, gather information, disseminate that information and finalize the policy/procedure;
- Recommend policies, standards, and regulations for the student services to the President;
- Act on matters referred to it by the Financial Aid Committee, Non-resident Life Committee and Resident Life Committee and other standing committees;
- Oversee commencement, student conduct, student activities, student leadership and other services; and
- Review assessments and evaluations of student services and make recommendations.

## **G. Communication & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The Office of the Vice President for Student Services then distributes the official minutes to all committee members and to the President. The VPSS Office maintains a file on official Student Services Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

## **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet – 2/18/08)

College of Micronesia-FSM

**FINANCIAL AID COMMITTEE**  
**Terms of Reference**

**MMM. Authority**

As a subcommittee of the Student Services Committee, the Financial Aid Committee operates through the authority of and reports to the President through the chairperson of the Student Services. Recommendations from the committee are submitted through the chairperson of the Student Services Committee to the President for action.

**NNN. Purpose**

The Financial Aid Committee advises the President on matters relating to student financial assistance and scholarship.

**OOO. Membership**

The members of the Financial Aid Committee are:

- Director of Financial Aid
- Coordinator for Work-Study Program
- Business Office representative
- Office of Admissions and Records representative
- Instructional representative
- State Campus representative (4)
- Faculty/Staff Senate representative (2); one each faculty and staff
- Student Body Association representative

At the beginning of the academic year, the Comptroller recommends the Business Office representative; the Director of Admissions and Records the Admissions and Records representative; the Vice President for Instructional Affairs the instructional representative; the State Campus Directors the state campus representatives; the Faculty/Staff Senate the two Senate representatives (one representing the faculty and one representing the staff); and the Student Body Association the student representative. The President then appoints the committee members based on the recommendations.

Staff from the Financial Aid Office serves as the committee secretary.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;

- Actively participate in meetings; and
- Share information on committee discussions, recommendations, and decisions with and gather input from their area of representation.

### **PPP. Organization**

The Director of Financial Aid chairs the Financial Aid Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

Staff from the Financial Aid Office serves as the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

### **QQQ. Meetings**

Meetings are held at least monthly. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

### **RRR. Responsibilities**

The responsibilities of the Financial Aid Committee are to:

- Review and recommend institutional policies for the administration of all student financial assistance programs;
- Conduct and review assessment and evaluation of financial assistance programs and services and make recommendations;
- Receive reports of progress or problems in the Financial Aid Office and recommend appropriate action to improve student-centered services;
- Establish institutional priorities for the distribution of available student aid resources;
- Serve as the final appeal body for students with grievances relative to the awarding of funds or complaints about the general administration of the program;
- Collaborate with administration in seeking and identifying additional student financial assistance opportunities; and
- Perform such other duties as may be delegated or requested.

### **SSS. Communications & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The Financial Aid Office then distributes the official minutes to all committee members and to the President. The Financial Ad Office maintains a file on official Financial Aid Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the chairperson of the Planning and Resources Committee. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

### **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular

employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet – 2/21/08)

College of Micronesia-FSM

**ADMISSIONS BOARD**  
**Terms of Reference**

**A. Authority**

The Admissions Board operates through the authority of and reports to the President. Recommendations from the board are submitted to the President for action.

**B. Purpose**

The Admissions Board advises the President in all matters relating to the recruitment, admission and retention of students at the college

**C. Membership**

Members of the Admissions Board include the following:

- Director of Office Admission and Records
- Director of Financial Aid Office
- Director of Student Life
- Student Services Coordinators or Campus representative (5)
- Director of Institutional Research and Planning Office
- Director of Development and Community Relations
- Business Office Manager
- Assessment Specialist
- Counselor
- Faculty/Staff Senate representative

At the beginning of the academic year, the Faculty/Staff Senate recommends to the President the Senate representative. The President then appoints the committee members based on the recommendation.

The responsibilities of the committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

## **D. Organization**

The Director of Admissions and Records chairs the Admissions Board. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chair is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Presides over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The vice chairperson also serves as the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

## **E. Meetings**

Meetings are held at least once a month throughout the year. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or reschedule regular meetings as necessary. In addition to face-to-face meetings, teleconferences and electronic meetings may be held. Twenty-five percent of the members constitute a quorum for discussion purposes. A majority vote of all members is required to carry a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

## **F. Responsibilities**

The responsibilities of the Admissions Board are to:

- Review and recommend policies, standards (including admissions standards), and regulations for the recruitment, admission and retention of students;
- Preview and evaluate the reliability and validity of COM-FSM Entrance Test (COMET);
- Review statistical analysis of testing data;

- Recommend students for admission to appropriate programs;
- Oversee student recruitment;
- Act on other matters referred by the Curriculum and Student Services Committees and vice versa;
- Assist in the development and implementation of the institution recruitment and enrollment management plan and
- Review plan assessments and evaluations and make recommendations.

### **G. Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meeting.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The VPSS Office then distributes the official minutes to all committee members. The VPSS Office maintains the file on official Admission Board minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

### **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy. .

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of activities at the meeting (reversing the roles).

(Cabinet – 2/27/08)

**COOPERATIVE RESEARCH AND EXTENSION COMMITTEE**  
**Terms of Reference**

**A. Authority**

The Cooperative Research and Extension Committee operates through the authority of and reports to the President. Recommendations from the committee are submitted to the President for action.

**B. Purpose**

The Cooperative Research and Extension Committee advises the President in all matters relating to the State Cooperative Extension Services (CES), the Agriculture Experiment Station (AES) and the interaction with Resident Instruction (RI) Program and provides oversight over stakeholders advisory committees located in each state. The advisory committees are to guide, advise and act as a subcommittee of the Cooperative Research and Extension Committee.

**C. Membership**

The members of the Cooperative Research and Extension Committee are:

- Vice President for Cooperative Research and Extension
- Director of Vocational, Community and Continuing Education
- Division Chair, Agriculture and Natural Resources
- Campus CRE Coordinators (4)
- State AES Researchers (4)
- State Campus Directors (4)
- Sponsored Program Facilitator
- FSM Representative on the College of Micronesia Board of Regents

Staff from the office of the Vice President for Cooperative Research and Extension serves as the secretary for the committee.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation..

## **D. Organization**

The Vice President for Cooperative Research and Extension chairs the Cooperative Research and Extension Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

Staff from the VPCRE office serves as the secretary for the committee. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

## **E. Meetings**

Meetings are held at least quarterly to coincide with the fiscal quarters; the fourth meeting is a face-to-face meeting to coincide with the development of the budget for submission to the COM Land Grant Programs Board of Regents. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

## **F. Responsibilities**

The responsibilities of the Cooperative Research and Extension Committee are to:

- Recommend policies, standards, programs, and procedures governing the CRE program within the COM-FSM vision, mission and goals;
- Coordinate with state advisory committees to monitor and help address the needs of the various communities and stakeholders served under the mandate of the Land Grant mission and programs;
- In collaboration with the state advisory committees, review and recommend annual Plans of Work, focuses of programs, and multi-state program collaborations within the FSM; and
- Review program assessments and evaluation and make recommendations.

## **G. Communications and Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The Office of the Vice President for Cooperative Research and Extension then distributes the official minutes to all committee members and to the President. The VPCRE office maintains a file on official Cooperative Research and Extension Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President. The chairperson also updates the members of the action taken on committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

## **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;

- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet 3/3/08)

College of Micronesia-FSM

**ACCREDITATION COMMITTEE**  
**Terms of Reference**

**A. Authority**

The Accreditation Committee operates through the authority of and reports to the President. Recommendations from the committee are submitted to the President for action.

**B. Purpose**

The Accreditation Committee advises the President on matters relating to accreditation to ensure that the College of Micronesia – FSM maintains accreditation.

**C. Membership**

The members of the Accreditation Committee are:

- Accreditation Liaison Officer
- President
- Vice President for Instructional Affairs
- Vice President for Administrative Services
- Vice President for Student Services
- Vice President for Cooperative Research and Extension
- Director of Institutional Research and Planning
- Comptroller
- Director of Human Resources
- Director of Development and Community Relations
- Director of Information Technology
- Director of Facilities and Security
- Director of Academic Programs
- Director of Learning Resources Center
- Director of Student Life
- All Campus Directors (5)
- Faculty/Staff Senate representatives (2)
- Student representatives (2)

At the beginning of the academic year, the Faculty/Staff Senate recommends the two faculty representatives and the Student Body Association the two student representatives. The President then appoints the committee members based on the recommendations.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings;
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation; and
- Serve on a task force or subcommittee when needed.

#### **D. Organization**

The Accreditation Liaison Officer chairs the Accreditation Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

A staff from the office of Development and Community Relations serves as the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

#### **E. Meetings**

Meetings are held at least quarterly throughout the year. The schedule is determined at the beginning of each academic term. Meetings may become frequent as the college approaches major accrediting commission submission deadlines. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

## **F. Responsibilities**

The responsibilities of the Accreditation Committee are to:

- Gather information and put together major college reports for submission to the accrediting commission. Such reports will include but are not limited to:
  - Self Studies
  - Progress Reports
  - Substantive Change Reports
  - Annual Reports
  - Annual Fiscal Reports
  - And other reports requested by any accrediting body
- Review and make recommendations on policies that may impact accreditation.

## **G. Communication & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The Accreditation Liaison Officer then distributes the official minutes to all committee members and to the President. The ALO office maintains a file on official Accreditation Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

## **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet - 2/27/08)

**PUBLICATIONS COMMITTEE**  
**Terms of Reference**

**H. Authority**

The Publications Committee operates through the authority of and reports to the President. Recommendations from the committee are submitted to the President for action.

**I. Purpose**

The Publications Committee advises the President on publications standards and reviews publications referred to it by the Office of Development and Community Relations.

**J. Membership**

The members of the Publications Committee are:

- Director for Development and Community Relations
- Faculty representatives (2)
- Professional staff representatives (2)
- Classified staff representatives (2)
- Cooperative Research and Extension representative
- Campus representatives (5)
- Student representatives (2)

At the beginning of the academic year, the Faculty/Staff Senate recommends two faculty, two professional staff and two classified staff representatives; the Vice President for Cooperative Research and Extension recommends the CRE representative; the Vice President for Administrative Services the two campus representatives; and the Student Body Association the two student representatives. The President then appoints the committee members based on the recommendations.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings;
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation; and
- Serve on a task force or subcommittee when needed.

## **K. Organization**

The Director of Development and Community Affairs chairs the Publications Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

A staff from the office of the Director of Development and Community Relations serves as the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes; and
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

## **L. Meetings**

Meetings are held at least quarterly. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

## **M. Responsibilities**

The responsibilities of the Publications Committee are to:

- Identify common publications norms and practices and approve templates as needed;

- Review referred publications to ensure established standards are met; and
- Review assessments and evaluations of publication standards and processes and make recommendations.

## **N. Communication & Distribution of Information**

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The Director of Development and Community Relations then distributes the official minutes to all committee members and to the President. The Development and Community Relations Office maintains a file on official Publications Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President. The chairperson also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

## **H. Representation by Proxy**

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the

member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).

(Cabinet – 3/3/08)