

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Management Team
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Date:	Time:	Location:
July 29, 2013	2:00 pm	Board Conference Room

Members Present:				
Titles/Reps	Name	Present	Absent	Reason
Dean, Kosrae Campus	Kalwin Kephass		X	
Dean, Pohnpei Campus	Grilly Jack, Acting		X	
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Yap/FMI Campus	Lourdes Roboman	X		
Dir. Financial Aid	Eddie Haleyalig	X		
Dir. Human Resources*	Rencelly Nelson		X	
Dir. Learning Resource Center	Jennifer Hainrick	X		
Dir. Admiss., Records, Retention/Registrar**	Joey Oducado	X		
Dir. Information Technology	Gordon Segal	X		
Comptroller	Danny Dumantay		X	
Dir. Facilities and Maintenance	Francisco Mendiola		X	
Dir. Counseling	Penselyn Sam	X		
Dir. Student Life	Morehna Rettin-Santos	X		
Cooperative Research & Extension Coord.	Engly Ioanis		X	
Dir. Career & Technical Education	Grilly Jack	X		
Dir. FMI	Mathias Ewamai	X		
Dir. Institutional Research & Planning	Jimmy Hicks	X		
Dean Academic Programs***	Karen Simion	X		

*** Chair ** Vice Chair *Secretary

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> • Reflection on Past Year Achievements • Planning for the Next Year

Discussion of Agenda/Information Sharing:
<p>The M-Team met to reflect on what has been accomplished or worked on by the Team, what needs to be improved and plans for the upcoming year.</p> <p>Past Year Achievements:</p> <ol style="list-style-type: none"> 1. The Team accomplished or provided input on the following: 2. Non-academic program prioritization 3. Input on online catalog policy 4. Input on the governance policy 5. TracDat for assessment 6. Input on student academic freedom 7. Input on strategic plan, focusing on measures of success 8. Touched on IT Lines of Responsibility <p>Given what has been accomplished in the past year, the Team will need to write up a work plan for next year, identifying priorities for the college and for the Team. IRPO recommends that the Team looks at the Strategic Plan priorities and use that as a basis for setting plans for the upcoming year.</p> <p>Plans for Upcoming Year:</p>

Some of the plans that the Team considers as priorities for the upcoming year are the following:

1. Paperwork Processes - The Team should look into other efficient ways (electronic) of processing financial documents and other documents to help improve the workflow of the college. Paper flow processing was not reviewed in light of organization changes and routine processes have become time consuming and slows down the work and services the college is providing to students.
2. Student Success Indicators need to be improved. IT Director indicated testing the use of a software called Copley which tracks student success and retention through early intervention and tutoring. This pilot project will be administered to four classes at the National Campus this fall 2013 and may be extended to the state campuses in the spring 2014. DAP wrote up a challenge for faculty to try different teaching strategies, read professional development literature, etc. with the goal of promoting more engagement with students.
3. TracDat Training - State campus deans from Chuuk and Yap expressed a need for on-site training on the use of TracDat and the new reporting template so assistance can be provided with aligning assessments with strategic goals and learning outcomes. IRPO office is conducting series of training on TracDat and will be providing additional training on developing new assessment based on the Strategic Plan, IEMP, and Planning Agendas. DAP recommended that after initial training at the campuses, if there is a need for Jimmy to travel to state campuses, then that can be worked out.
4. Communications Flow - There is a need to revisit policies and include the communications flow clause into each policy.
5. Email Aliases - IT Director proposed a recommendation from the Team to support piloting a restriction on who gets to use campus wide email lists. This would only allow access to select people such as President, Vice Presidents, Office Heads, Prime Secretaries, Committees, etc. Team members unanimously agreed to support the pilot project. Chair would forward the recommendation to the Executive Committee.
6. Strategic Plan - DIRPO reminds the Team the importance of the Learning Organization combined with student success, with the need to develop models that can be evaluated. A link for the survey will be sent to members where questions about learning organization will be provided and answered.

Concern

Chuuk Campus Dean

The new payday schedule has caused some conflicts with the staff who use Bank of Guam as their pay gets released on the following Mondays instead of Friday. The process is slowed down because BOG needs to verify with BFSM before releasing funds.

Meeting adjourned at 3PM.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:

Jennifer Hainrick

Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:	Karen Simion	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
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Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments