

ATTACHMENT #1: COM-FSM Chuuk Campus
MANAGEMENT COUNCIL MEETING MINUTES

Date: Friday, 10/25/13	Time: 3:16-5:20 pm	Location: Administration Conference Room
Members Present		Absent
• Kind Kanto	• Caren Enlet	• Memorina Yesiki
• Rick Chiwi	• Ben Akkin	• Shawn Mori
• Alton Higashi	• Lolita Ragus	• Lucille Sain
		• Kersweet Eria
		• Roger Arnold

Agenda / Major Topics of Discussion:	
I. Call to Order (with opening prayer)	* 2013 Endowment Challenge
II. Attendance	BOR December Meeting and President’s Visit
III. Minutes of Previous Meeting (08/23/13)	** Visitation from David Adams and Ross Perkins
IV. Announcements*	*** Campus Beautification Committee
V. Department News	Meseiset Committee
VI. Old Business**	Applied Arts Program (by request)
VII. New Business***	
VIII. Adjournment	

Discussion on Agenda / Major Topics of Discussion

- I. **Call to Order:** By Dean Kind Kanto, with opening prayer.
- II. **Attendance:** Above.
- III. **Minutes of Previous Meetings:** Approved, as amended. The 08/23/13 minutes indicated that an ad hoc committee would be established to deal with snack-bar issues, and that committee membership would include Marie Pitioi. Membership included Tandy Marar, in error.
- IV. **Announcements:**
 - A. **Shawn Mori:** Kind extended congratulations to Shawn as the newly elected SBA President and welcomed him to our Management Council.
 - B. **2013 Endowment Challenge:** Kind reminded us that, like all other campuses, Chuuk Campus participates in the challenge, and that our three departments (Admin/Inst/SS) are also competing against each other to raise funds for the endowment.
 - C. **BOR December Meeting and President’s Visit:** The next meeting of the Board of Regents will be held Dec 2-3 in Chuuk, and President Daisy will be visiting our campus for the BOR meeting and for other purposes for two days more. The president is expected to conduct a community-based meeting, like a townhall meeting, for both internal and external stakeholders.
 1. Marylene Bisalen and Macleen Remit have been assigned to provide logistic support for the meeting and visitation.
 2. It was recommended that we sponsor a tree-planting ceremony to memorialize the two events.
 3. **MOTION #1:** *That CRE plan for and coordinate a tree-planting ceremony during the president’s visit.* Approved unanimously.
- V. **Department News:**
 - A. **Administration:**
 1. **Reminder:** The Dean, Acting IC, and Acting SSC will meet Monday 10/28/13 at 3:00 pm to select three separate but interrelated outcomes based on the Integrated Education Master Plan (IEMP). For instance, if the over-arching IEMP goal for Chuuk Campus is “enrollment”, then the three administrators will review and identify all IEMP goals and sub-goals which the three departments will commit school year 2013-2014 for our campus to achieve through collaborative effort among all stakeholders. This task has been requested by COM-FSM Assessment Coordinator Ross Perkins.
 2. Business Office reported that CWSP students got paid today with checks issued on campus. Also, although Palikir administration claims that the COM-FSM FY 2013-2014 budget has al-

ready been approved, we have received no black-and-white confirmation and such funds have not yet been released.

B. Instruction:

1. Members discussed the planned Academic Talent Showdown to take place in November. Discussion was supportive.
2. MOTION #2: *That the SBA be fully authorized, with MC blessing, to implement plans in support of the Showdown.* Approved unanimously.

C. Student Services: Memo reported that the snack bar is operational. Discussion centered on ways for the snack bar to be more student-run – in part, through the BU 100 (Practicum) course and also through the scheduling of CWSP students.

D. CRE: Lolita reported that CRE activities include “community outreach” training, including helping with handicraft skills development.

1. A thought was raised about over-all “job placement” for our students – how may we provide greater awareness among students that their college education has practical value. It seems that students seek college opportunities elsewhere because Chuuk Campus does not encourage thinking about how and where students may find employment after completion of academic training.
2. Student Services was encouraged to include more emphasis on activities, such as career fairs and off-campus CWSP.

E. SBA: Shawn explained a number of SBA activities.

1. Given limited funding, SBA will sponsor two events this semester: Academic Talent Showdown and a Christmas play.
2. The SBA Council is presently finalizing its budget breakdown, especially in support of programs for the regional organizations and clubs.
3. Draft by-laws are being reviewed. The Council has also established an executive position “Sports Manager and Chaplain”. If the by-laws are finally approved, this position may be split into two executive positions, thereby increasing the number of executive officers from four to six.
4. The Council has established two committees: Planning and Food/Fund-Raising.

VI. Old Business:

A. Visitation by David Adams and Ross Perkins: During the week of October 14-17, Sandy Pond consultant David Adams and our Assessment Coordinator Ross Perkins provided a series of training sessions on communications and assessment for faculty and staff. Minutes and reports were written to describe each session. These written documents will be distributed to MC members by next week.

VII. New Business:

A. Establishment of a Campus Beautification Committee:

1. Discussion focused on the on-going efforts by individuals, both faculty/staff and students, to beautify our campus. However, as committed as these individuals have been, there is no official recognition of their efforts. To officiate the recognition, a motion was entertained.
2. MOTION #3: *That a Campus Beautification Committee be established in our Chuuk Campus system, that there be two chairpersons Cecile Oliveros and Ben Akkin, and that the power of co-optation be given to them in order to select and identify committee members, including student representatives.* Approved unanimously.

B. Meseiset Committee:

1. Discussion was an overview of the Meseiset newsletter and the need to re-align its administrative effort. For one thing, the newsletter is coordinated by the Meseiset Committee. However, the task of coordination is ambiguous and vague.
2. MOTION #4: *That the committee chairmanship be divided in two parts – Rick Chiwi as administrative chairman and Alton Higashi as technical chairman.* Approved unanimously.
3. By definition, administration includes over-all logistics and direction. Technical activities include identifying, soliciting, and editing articles.

- C. Applied Arts Program: A draft program statement, written by former staff Steve Richmond, was distributed for review. MC members were advised to review the AAP statement on how to re-establish vocational (applied arts) programming on our own campus.
- D. General Education (GenEd) Program Assessment: Alton distributed a three-page assessment plan sample received from Ross Perkins. The sample described GenEd (instruction) assessment formatting for a number of case studies: GE 2.2, GE 3.1, GE 3.2, GE 3.3, and GE 5.1.
1. There are 5 GenEd goals – Effective Communication, Critical Thinking and Problem-Solving, Quantitative and Scientific Reasoning, Ethics and Culture, and Workforce Readiness. To match these 5 goals, there are 16 sub-goals or Program Student Learning Outcomes (PSLOs).
[NOTE: These 5 goals are not the 8 Institutional Student Learning Outcomes (ISLOs). A careful distinction must be made by assessment thinkers and operatives in our COM-FSM system.]
 2. As ChAWG chairman, Alton will provide, in November and December, faculty training on how we utilize Ross’ assessment plan on TracDat.
- E. FY 2015 Budget: Our Palikir administration has transmitted a “FY 2015 Budget Allocation Levels” proposal for review and comment. All members are urgently advised to review and comment.
1. This transmitted document (labeled Scenario4) is just one of four possible budget scenarios. It focuses on a potential cut in personnel – possibly 5% cut from FY 2014 allotments.
 2. Scenario4 states explicitly that the cut is “needed”. In other words, whether our comments include disagreement or not, it seems that the cut is “fait accompli” – it will be done with or without comment.
 3. Personnel cuts may include reduction-in-force (RIF) and/or a decrement from \$7,592,293 to \$7,058,643 (or a loss of \$533,651). To ensure any reduction, we may have to continue a “hiring freeze” during the FY 2014.
 4. In addition, Instruction is being advised by the VPIA office (including VPIA Mariana Bendeas and DAP Karen Simion) that requests for Spring 2014 overloads may not be approved and that certain courses may be canceled, if we fail to comply with VPIA-based directives.

Next Meeting: To be announced.

Hand-Outs / Documents Referenced / Attachments: (1) Minutes of 8/23/23 meeting; (2) Steve Richmond’s AAP program statement; (3) GenEd Assessment Plan sample; and (4) FY 2015 Budget Allocation Levels

Prepared by: Alton Higashi

Date distributed: Monday, October 28, 2013

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

- Dean, Acting IC, and Acting SSC: to meet on Monday, 10/28/13, to formulate three outcomes to match IEMP goals and sub-goals.
- Marylene and Macleen: to continue their efforts in providing logistical support for the BOR meeting and president’s visit – for completion by the end of November 2013.
- Dean, Acting IC, and Acting SSC: to encourage all stakeholders to participate actively in the 2013 Endowment Challenge – for completion by December 2013.
- CRE: to coordinate all efforts for the tree-planting ceremony during the president’s visit.
- Secretary: to distribute minutes and reports on Adams/Perkins’ training sessions to all MC members by next week.
- All members: to review the AAP statement from Steve Richmond, to discuss it with other stakeholders, and to engage in discussion at the next MC meeting.
- Alton: to prepare and offer faculty training on Ross’ GenEd assessment plan in Nov/Dec.
- All members: to review the proposed COM-FSM FY 2015 budget allocation levels as soon as possible.