

COM-FSM Chuuk Campus

<b>Date:</b> June 1, 2012	<b>Time</b> 10:30-1:00	<b>Location:</b> Admin Conference Room	
<b>Members Present</b>		<b>Members Absent</b>	
<ul style="list-style-type: none"> <li>• Herner Braiel</li> <li>• Atkin Buliche</li> <li>• Rick Chiwi</li> <li>• Abraham Rayphand</li> </ul>	<ul style="list-style-type: none"> <li>• Jothy John</li> <li>• Alivios William</li> <li>• Lynn Sipenuk</li> <li>• Danny Mamongon</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Alton Higashi</li> <li>• Roger Arnold</li> <li>• Kind Kanto</li> <li>• Remy Acosta</li> </ul>	<ul style="list-style-type: none"> <li>• Cecile Oliveros</li> <li>• Deva Senarathogoda</li> <li>• Switer Eter</li> <li>• Muity Nokar</li> </ul>
<b>Agenda / Major Topics of Discussion</b>			
<ul style="list-style-type: none"> <li>I. Call to Order Kind Kanto</li> <li>II. Announcements</li> <li>III. Old Business: Department Reports</li> <li>IV. New Business</li> <li>V. Adjournment</li> </ul>		<p style="text-align: center;"><u><b>Old Business</b></u></p> <p style="text-align: center;"><u><b>New Business</b></u></p>	
<b>Discussion on Agenda / Major Topics of Discussion</b>			
<ul style="list-style-type: none"> <li>I. <u>Call to Order:</u> Kind, Opening Prayer: Rev. Alivios William</li> <li>II. <u>Announcements/Updates</u> <ul style="list-style-type: none"> <li>A. <u>Books:</u> Books given out are to help us move from Teacher-Centered Learning to Student Centered Learning, the next step in our strategic goals. Read the books and look for strategies to implement in the fall semester.</li> <li>B. <u>ACCJC:</u> In Pohnpei last week, Kind promised that more instructors from Chuuk would complete the ACCJC Basic Training Course. Three have done, since then he has sent at least 3 more names to Frankie. Each office will be allowed to take 1 set of headphones from the Bookstore (English can take 2) so that instructors can listen to the webinar. Instructors who have not done it were asked to please do it. Lynn has downloaded the slide show with transcript for those to wish to read it before going online.</li> <li>C. <u>Incentive for finishing the ACCJC:</u> Frankie promised Chuuk 20 copies of Dr. Mary Allen’s book on assessment if 20 instructors complete the ACCJC Basic Training Course. <ul style="list-style-type: none"> <li>1. Dr. Mary Allen said that it is not enough just to be data rich, but that we must be information rich and use the data collected to work towards self-improvement.</li> </ul> </li> <li>D. <u>Mac Emwalu:</u> Mac will be leaving us on June 14<sup>th</sup>. He and his family will be moving to the US.</li> </ul> </li> <li>III. <u>Old Business</u> <ul style="list-style-type: none"> <li>A. <u>Problem of Pre-requisites:</u> Roger raised problem of Reading V as a pre-requisite for SS100, which is a required course for the Business Certificate. The Business English classes were created to meet the English needs for those in the Business programs, but the Reading V pre-requisite for SS100 has not been taken out and students have been told that the Pell Grant will not pay for the class since it is not a part of their program. Certificate in General Studies no longer has those prerequisites available. Whatever is done has to be done system-wide.</li> <li>B. <u>Overriding classes:</u> Math had a similar problem as students needed MS95 to take Business Math. If they pass for a higher level of math on the COMET, Danny suggests that they take the higher level, but then the SIS tells the students that they have not met the pre-requisite. We need to be able to override the SIS. Outdated and non-working prerequisites actually need to be changed by the person responsible for it in Pohnpei. Why doesn’t he make the changes? Some of these changes should have been made years ago.</li> <li>C. <u>Pre/Post Test Assessments:</u> Only a few did. Chuuk was commended for the assessment work that some of us did this spring semester. UOG professor/trainers said that our model should be followed. Your pre/post test must have at least 31 questions with 4 multiple choice answers. Each SLO should have one question. If you have fewer than 31 SLOs, then either write 2 questions per SLO or make</li> </ul> </li> </ul>			

them worth 2 points each. It is advised that we have no more than 20-30 SLOs. Abraham will do ED210, Switer will do SS120, Alton will redo EN208 and ESL099 Writing V, Rick did ESL099. Everyone will choose 1 course to assess for the fall semester.

1. Rick says English Department wants to assess the ACE program using the Gates test. Will use AR level using now. If it's too high, we will have throw it out.

- D. Assessment – Item validity: This is the next step in assessment. Will have a workshop on it before fall semester starts.
- E. Missing Course Outlines: Roger asked about the BU100 course outline. It's not on the website. Lynn will check for it and its status. Kind said that he's been told that it was already submitted. Kathy is still working on it.
- F. Computer Lab & Faculty computers: Both need upgrading to Windows Office 2007 Professional. Atkin said that we need a campus license. Faculty needs to be able to use PowerPoint and Publisher which are not on the versions we have [except for Kind and Alton].

#### IV. New Business

- A. Courses to be Deleted (Not enough students):
  - 1. Move some EN 110/c2 to EN 110/c1
  - 2. Move some EN 120A/c1 to EN 120A/c2
  - 3. EN 208/c1 Intro. to Philosophy : delete if none of the students will be graduating at the end of summer.
  - 4. EN/CO 205/c1 Wait to see if more students sign up—3 incompletes will make up their missing work this summer if there is a class.
  - 5. ESL 092A/2 ACE II will be deleted unless 8 more students sign up. Section I has 13 students.
  - 6. MS 095 combine the 2 sections at a common time
  - 7. MS 096/c2 delete, no students
- B. System-wide Committee Members: Please continue to work on your committees. Talk to the members of the committees if you have questions, suggestions, or need help. Kind will post list of members of the system-wide committees.
- C. Campus Committees: We have the following committees and chairs: Staff Development-Marylene B.; Management Council-Mariano; Instruction Committee-Kind; Student Services-Maika; Meseiset-Rick; Outreach-Roger; ChAWG (Chuuk Assessment Working Group)-Alton; Facilities & Maintenance-Ben. Check Alton's minutes for other committees. Each chairman will pick 5 members and 1 student member for his committee. Kind will post.
- D. Making Summer 2012 Successful:
  - 1. Faculty, lab, and library computers need an upgraded driver for each of the printers in the labs and offices because the new computers are not able to print on several of the years.
  - 2. All of the campus' clocks need to be reset and have new batteries installed.
  - 3. Remember that the success or non-success of our summer session depends on each of us doing our best and assisting and supporting each other.

**Next Meeting:** .

**Hand-Outs / Documents Referenced:** *Inspiring Active Learning* by Merrill Harmin with Melanie Toth; *Multiple Intelligences in the Classroom* by Thomas Armstrong; *Classroom Instruction that Works with English Language Learners* by Jane D. Hill & Kathleen M. Flynn; current *Section Enrollment* from *My Shark*.

**Prepared by:** Lynn S.

**Date distributed by e-mail:** 6/3/12

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

- All instructors and members of the Student Services offices should complete the ACCJC Basic Training Course before the fall semester starts.

- **Lynn** will submit a proposal to CAC that ESL089 Reading V not be required before Business Certificate students be allowed to take SS100 World of Work. The Business English classes were created to meet the English needs of the business students.
- Those **instructors** who have not yet assessed a course will do so fall semester. Each semester each teacher will assess 1 of the courses he/she is teaching.
- **Kind** to set up a Campus-wide thank you for Mac E. [and his wife who works at CRE]
- **Alton** will help those who have already done their pre/post test with a workshop on how to measure Item Validity, the next step in the assessment process.
- Any **instructor** with students who have Incompletes should avail themselves so that their students can complete their unfinished work and get a grade.
- **Kind** will post list of members of the system-wide committees.
- **Kind** will post a list of Chuuk Campus Committee chairs and members.
- **Each Chuuk Campus Committee Chair** will pick 5 faculty/staff and 1 student to be members of their committees.
- **Atkin** will work on getting Word Office 2007 Professional for the computer labs and faculty computers. He will also assist us in getting the necessary printer drivers needed so that we can use the printers with our new computers.