

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

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| <b>Committee or Working Group:</b> | <b>Division Chairs</b> |
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| <b>Date:</b> | <b>Time:</b> | <b>Location:</b>     |
| 11/28/2013   | 7:30 am      | Riverside Restaurant |

**Members Present:**

| <b>Titles/Reps</b>                     | <b>Name</b>       | <b>Present</b> | <b>Absent</b> | <b>Reason</b> |
|--|-------------------|----------------|---------------|---------------|
| Division Chair, Business/CIS           | Joseph Felix Jr.  | X              |               |               |
| Division Chair, Education              | Magdalena Hallers | X              |               |               |
| Division Chair, Health Sciences        | Paul Dacanay      | X              |               |               |
| Division Chair, Languages & Literature | Resida Keller     | X              |               |               |
| Division Chair, Math & Sciences        | Kathy Hayes       | X              |               |               |
| Division Chair, Social Sciences        | Delihna Ehmes     | X              |               |               |
| Division Chair, HTM & Business         | Debra Perman      |                | X             | ill           |
| Division Chair, Trade & Technical Ed.  | Gardner Edgar     | X              |               |               |
| Dir. Career and Tech. Education        | Grilly Jack       |                | X             |               |
| Dean of Academic Programs              | Karen Simion      | X              |               |               |

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| <b>Additional Attendees:</b> | None |
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**Agenda/Major Topics of Discussion:**

- Division reports on accomplishments/concerns
- DAP report/information

**Discussion of Agenda/Information Sharing:**

**Division Reports**

- **Health Sciences**
  - Rosalinda Yatilman and Sameer Gopalani are sponsored by the FSM Department of Health Services and will be working with the public health division. Rosalinda will act as liaison between the college and FSM Health to write and implement public health training throughout FSM. Samir is an epidemiologist and will be assisting with curriculum development and teaching.
  - The division is also expecting a senior JICA volunteer nursing educator to assist with level 3 nursing courses in the spring 2014 semester.
  - Dr. Dacanay continues to recruit high school students for STEP-UP.
- **Math/Science**
  - The classrooms in building A are not clean. Division chair will contact maintenance and DAP will follow up.
  - Division meeting held on Wed., Nov. 27. Faculty reminded of end of semester deadlines and informed of budget 2015 allocations with emphasis on lack of funding for overloads.
- **Trade and Technical Education**
  - The senior JICA volunteer for Trade and Tech. has conducted 3 presentations on electronics and has 3 more planned before the end of the semester.
  - CTE is prepared to begin operating its community service center spring 2014.
  - The division began radio broadcasting at FM 89.9.
- **Social Science**
  - The division administered the common essay for assessment on time.
  - SS 280 students are scheduled to present research papers on Friday, Dec. 29 from 12 – 2 in MITC.

- Program exit survey is scheduled for Friday, Dec. 29.
- General Education assessment is ongoing and progressing on schedule.
- The division needs 2 part time instructors – one for Appellate and Civil procedures and the other for Introduction to Geography.
- **Business/CIS**
  - Marian Medalla will be leaving at the end of this semester. The division is looking for someone to teach the 3<sup>rd</sup> year accounting classes.
  - Faculty recommends that the volume of the loud speakers be kept to a minimum when activities are held in front of the library. It is difficult to teach during these events. (DAP will inform those responsible for scheduling and setting up the equipment.)
- **Languages and Literature**
  - The Christmas concert and art show is scheduled for Friday, Nov. 29 at 6:30 pm in the practice gym.
  - The Japanese instructor is recruiting students to participate in a speech contest to be held during the spring semester.
  - The division is looking for instructors who have students write research papers so there can be more collaboration and consistency of instruction. They will start with social sciences and science divisions.
  - The members of the division continue to collect data needed for the liberal arts and general education assessment projects.
- **Education**
  - The classrooms in building B are not clean either.
  - The Partnership BA students are presenting showcases on Dec. 9 and 10.
  - The Teacher Corps has 30 students and they are doing community service at the elementary schools this fall.
- **Dean of Academic Programs**
  - The report format for instructional affairs will be sent through Google drive. Report dates for each month will be set and each division will report against the strategic directions and planning agenda items. The division chairs at Pohnpei campus should continue to report to the director of the campus.
  - Final grades are due in no later than Dec. 16. The admission office needs the grades on time since graduation is only two days later. You may email grades into the admission office and submit the paper copy on Monday, Dec. 16 or earlier.
  - Since the dean is currently acting VPIA, Maria Dison will be acting dean. The acting VPIA will attend the Dec. board meeting in Chuuk Nov. 30 –Dec. 4.

**Comments/Upcoming Meeting Date & Time/Etc.:**

- Next meeting: December ? and it should be a teleconference meeting with ICs.

**Handouts/Documents Referenced:**

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**College Web Site Link:**

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| <b>Prepared by:</b> | Karen Simion | <b>Date Distributed:</b> | 11/28/2013 |
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**Approval of Minutes Process & Responses:**

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