

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

Committee or Working Group:	Division Chairs
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Date:	Time:	Location:
12/16/2013	3:00 pm	Board Conference Room

Members Present:

Titles/Reps	Name	Present	Absent	Reason
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		
Division Chair, Trade & Technical Ed.	Gardner Edgar	X		
Dir. Career and Tech. Education	Grilly Jack		X	
Dean of Academic Programs	Karen Simion	X		

Additional Attendees:	Maria Dison as IC for Pohnpei campus
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Agenda/Major Topics of Discussion:

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

Discussion of Agenda/Information Sharing:

- Division Reports**
- **Math/Science**
 - The division decided to implement at division wide attendance policy. Students will be allowed 6 absences for MWF classes and 4 absences for TTH classes. HTM faculty provided customer service training for students who will work in the service center.
 - **CTE**
 - The division will begin a service center for the community beginning next fall semester. The center will promote student success and employability skills.
 - CTE is running a radio station at FM 89.9.
 - The first heavy equipment operation training is complete.
 - The division chair is participating in the current CISCO training to keep programs updated.
 - 133 students completed early registration
 - JICA volunteer complete 6 electronic trainings
 - **HTM/Business**
 - The student experiential learning trip to Kosrae was successful. Students gave presentations for other HTM students when they returned.
 - Director of New Zealand Research Institute – capacity building. (Debra, please fill in this section. It was difficult to hear you.)
 - One member of the faculty left, so there is a vacant position.
 - **IC/Pohnpei Campus**
 - Collecting grades and course level assessment reports and common assignment data for gen. ed. assessment.
 - **Education**
 - The Teacher Competency exam was given to third year and BA students. The results will be

- included in the assessment reports.
- Dr. John Sanchez and Joann Diego will participate in the graduation ceremony.
- Dr. Sven Mueller resigned.
- **Social Science**
 - The division faculty members have many questions about assessment and Tracdat. Who is responsible, the faculty members don't have access?
- **Business/CIS**
 - Marian Medalla is leaving and there is a dinner for her along with YES and the business graduates on Wed. at Kaselehlia Diner around 6 – 6:30 pm.
 - The division is short instructors for the spring semester. If anyone knows a possible instructor, encourage that person to get certified.
- **Language and Literature**
 - The Christmas Concert by the music students was very good and the art students displayed their projects.
 - Chen Zhengxu, the Chinese instructor, is leaving and there will be a new instructor for spring.
 - Leilani Biza and Amy Delyla Ulm completed master's degrees.
- **DAP**
 - DAP will be sending communications to the division chairs and ICs. The expectation is that the division chairs and ICs will share this information with the faculty members supervised. Make sure to phrase the information appropriately and don't just forward email. There may be information not intended for the wider audience.
 - There is an assessment workshop for National and Pohnpei campus on January 6th. All faculty are to attend. The workshop is located in MITC and is 8:00 – 5:00.
 - Faculty may implement mandatory first day attendance. This will start in fall 2014. DAP is to write step-by-step procedures and requirements for this.
 - Program Review changes are before the CAC. Program review is to be completed by March 31, 2014. IRPO is administering a student satisfaction survey and the employer survey in early spring.
 - The faculty work calendar states that all faculty must be at work 2 weeks before the fall semester, 1 week before the spring semester and one day before summer classes begin. The semester is over after graduation during the regular semesters and when grades are due during the summer session. This policy must be enforced fairly for all faculty. If a faculty member leaves early or returns late without approval from the President, then that person will not be paid for the days absent and will have a letter of reprimand (breach of contract) placed in the personnel file. The division chair or IC is to be responsible for monitoring the attendance.
 - DAP noticed a number of "I" grades this semester. An incomplete is given for UNUSUAL circumstances and not because a student didn't complete the work on time or didn't take the final exam. There must be something unusual that prevented the student from finishing the requirements of the course.
 - DAP asked division chairs to consider to proposals:
 - The need for "program directors" for assessment purposes
 - Having an assessment conference each spring where each program will prepare a short presentation on that year's assessment project.

Comments/Upcoming Meeting Date & Time/Etc.:

- Next meeting: January 30, 2014.

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:	Karen Simion	Date Distributed:	11/18/2013
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Approval of Minutes Process & Responses:

Submitted by:	Karen Simion	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- DAP to prepare step-by-step instructions for first day attendance
- Next meeting – discuss potential need for program directors and assessment conference.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments