

## College of Micronesia FSM

<b>Committee Minutes Reporting Form</b>			
<b>Committee or Working Group</b>		<i>Council of Chairs</i>	
<b>Date</b>	<b>Time</b>	<b>Location</b>	
Friday, March 28, 2014	13:00	Board Conference Room	
<b>Members Present</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
COC Vice Chair/Curriculum & Assessment	Gardner Edgar	X	
Human Resources	Morehna Rettin-Santos	X	
COC Chair/Finance	Richard Womack	X	
Planning and Resources	William Haglelgam	X	
Recruitment, Admission and Registration	Lucia Donre - Sam	X	
Information Communication and Technology	Shaun Suliol	X	
COC Secretary/Facilities & Campus Environment	Dana Lee Ling	X	
Faculty and Staff Senate Vice Chair/Faculty representative	Ringlen Ringlen		Funeral obligations
<b>Additional Attendees</b>			
<b>Agenda/Major Topics of Discussion:</b>			
Minutes Requests to Committee through Chair for <ul style="list-style-type: none"> <li>· Report on Committee Attendance (from Assistant ALO)</li> <li>· Update on posting minutes</li> <li>· Update on Committee Self-assessments</li> </ul> CoC Chair—Advice for CoC on Committee Training and Attendance at Committee Meetings Chair Reports/Requests for Action <ul style="list-style-type: none"> <li>· Human Resources--Morehna</li> <li>· CAC--Gardner</li> <li>· Facilities and Environment--Dana</li> <li>· Staff Senate--Ringlen</li> <li>· RAR—Lucia</li> <li>· IT—Shaun</li> <li>· PRC--William</li> </ul>			
<b>Discussion of Agenda/Information Sharing:</b>			
13:11 Call to order. Review of minutes. Moved. Seconded. Unanimous.			

Supervisors were to have kept track of committee attendance of reporting personnel under them. More recent memos suggested the onus for ensuring attendance falls to the committee. The chair of the Council of Chairs holds the position that the participatory governance committees are not in the business of enforcing contractual obligations. This responsibility falls to the administrative supervisor. Attendance at committee meetings is a contractual obligation.

A member suggests that the committees keep their minutes up to date. The secretariat can then track absenteeism. The members feel that supervisors should be responsible for attendance because this is a job evaluation issue. One chair noted that he did not want to be an enforcement officer.

Motion: The Council can assist by ensuring minutes are up to date. The council holds the opinion that committee chairs are not contract enforcers, that role belongs to the supervisor. Consensual agreement.

Review of attendance committee-by-committee. Questions about whether a chronic absentee can be dismissed from the committee.

FCE did dismiss non-responding members but at the start of the academic year. An email was sent out with tracking and return receipt request set. The email noted that non-response would lead to being removed from the committee. This was followed up by role call at the first meeting of the year.

Naming convention brought up and clarified.

fce\_2014\_03\_28\_minutes.docx is a conforming file name for the Wiki.

nnn\_yyyy\_mm\_dd\_documentName.extension were nnn is a three letter code for the committee name. Underscores are recommended as they produce better looking URLs and are less problematic. Spaces can be a problem for some databases. The FCE chair noted that his last name has no hyphen, which is problematic for many databases including airline reservations and the FSM Telephone book.

Elections will be held in May for officers elect. RAR will hold election in April, no May meeting.

FC has requested a specific training for their committee on matters of finance. Should all committees receive specific training/information update/administrative point-of-view at term start. FC will be asking the Comptroller and VPA to brief the committee. This training would be above and beyond the general "how to run a meeting with teleconferenced members" training.

ICT is more of an advisory body that deals with policy and making recommendations. The technical details are left to the IT personnel.

HR report. Currently reviewing policies from HR director. Having difficulties with getting feedback on policies. Only a few members will respond. Members sometimes feel they do not have the necessary expertise to make comments. State campus attendance is better than

national campus attendance maybe in part because they are HR representatives on their campus. The chair also notes that they have been asked by their supervisor to step down as chair to devote more time and attention to their administrative responsibilities.

CAC report: Just approved a new member, FMI. FMI director is now a member. Faculty handbook has been endorsed and is recommended for adoption. Faculty handbook will be on the web site. Minutes were just updated.

Updating TracDat input with SY 2013 results and 2013-2014 plan. Improving assessment summaries with matrix of PLO to CLO linked by narratives. ILOs also being linked via narratives. Program reviews are due today and will be sent out to the reader teams. Chair is awaiting seat cost data. Program review deadline will have to be extended because seat cost data is not yet available. The new deadline will be the 13<sup>th</sup>. Academic schedules through 2015 are also be prepared.

Member suggests creation (re-creation?) of assessment committee. FCE chair noted ongoing non-sustainability of assessment-only committees, citing a 2003 report ([http://www.comfsm.fm/~dleeing/alo/memos/ie\\_assessment\\_comm\\_study.html](http://www.comfsm.fm/~dleeing/alo/memos/ie_assessment_comm_study.html)) and the more recent termination of an assessment committee led by IRPO prior to the re-development of the committee structure three years ago. The FCE chair noted that one of the difficulties was that the assessment committee did not deploy courses and programs, the curriculum committee had that responsibility. This left "closing the loop" difficult at best, with assessment committee members feeling that they had no direct ability to act on the assessment data they were reviewing.

Given that the assessment committee had not proven sustainable in the past, the FCE chair suggested thinking outside-of-the-box. What about a different load split? Noting that course outlines had not been able to move through the committee this academic year, the FCE chair suggested splitting the course level and program/institutional level functions into two separate committees – not subcommittees of a larger entity – one that would handle course outlines and course level assessment reports, another that would handle programs and program level assessment. Obviously the two committees would have to interact, but on a day-to-day basis their functions would be well separated. Program changes would go to the program curriculum committee, course changes to the course curriculum committee.

RAR: COMET: 1494 took COMET. 317 passed into degree level. 155 into ACE. 542 into certificate. 480 non-admitted using main criteria and operator. Also used alternate criteria to look at non-admitted and some moved up which is why the certificate count is high. Majority of members approved. Signed yesterday by the president. Recruitment will proceed next week at the high schools.

Are the criteria posted somewhere? Including the alternative criteria? Are there explanations for the logic behind the alternate cut-offs? How would one know that numbers were not moved or bumped to "pad the enrollment?"

The number admitted to certificate exceeds the number of openings on a campus such as

Pohnpei campus. Were management caps considered? How does one ensure that those most likely to benefit among the "542" are admitted? What happens to those not admitted? What do you tell those who were accepted that there is no space in the program? You are admitted, but we have no seats for you. Should the "floor" have been lifted to reduce certificate numbers? There should be some controls to ensure we get the best. It is not right to accept a student but to have no place for them. How to get the best students rather than "first come first served." Note that for Pohnpei certificate admissions is roughly 300 some students. Yet there are only 150 to 180 slots.

ICT: Nothing critical to report.

PRC: Joint committee meeting with finance on BECA report. Good report. Space utilization is included. Should be considered.

FCE: Members have been instructed to review BECA detail report for their campus.

FSS: The bylaws are ready to be voted on within two or three weeks. An announcement will be sent out prior to voting. Additionally, the committee evaluation will be done during the faculty staff senate executive committee meeting toward the end of next April.

**Handouts/Documents Referenced:**

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<b>College Web Site Link:</b>	<a href="http://wiki.comfsm.fm/Committee Minutes/Council of Chairs">http://wiki.comfsm.fm/Committee Minutes/Council of Chairs</a>		
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<b>Prepared by:</b>	Dana Lee Ling	<b>Date Distributed:</b>	03/28/14
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>	Dana Lee Ling	<b>Date Submitted:</b>	03/28/14
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**

Next meeting: 11 April 2014