

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

Committee or Working Group:	Management Team
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Date:	Time:	Location:
June 17, 2014	2:00pm	BOR Conference Room

Members Present:				
Titles/Reps	Name	Present	Absent	Reason
Dean, Kosrae Campus	Kalwin Kephas		X	
Director, Pohnpei Campus and Career & Technical Education	Grilly Jack	X		
Dean, Chuuk Campus	Kind Kanto		X	Off island
Dean, Yap/FMI Campus	Lourdes Roboman	X		
Acting Dir. Financial Aid	Arinda Swingly		X	
Dir. Human Resources	Rencelly Nelson	X		
Dir. Learning Resource Center***	Jennifer Helieisar	X		
Dir. Admission, Records, Retention/Registrar	Joey Oducado	X		
Dir. Information Technology**	Gordon Segal	X		
Comptroller	Danilo Dumantay		X	
Dir. Facilities and Maintenance	Francisco Mendiola	X		
Dir. Counseling*	Penselynn E. Sam		X	Leave
Dir. Student Life	Morehna Rettin-Santos		X	
Cooperative Research & Extension Coord.	Engly Ioanis	X		
Dir. FMI	Mathias Ewarmai	X		
Dir. Institutional Research & Planning	Jimmy Hicks	X		
Interim Dean, Academic Programs	Maria Dison		X	Leave

*** Chair ** Vice Chair *Secretary

Additional Attendees:	
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Agenda/Major Topics of Discussion:
1. Potential Committee Changes for AY14-15
2. IRPO update on Targets

Discussion of Agenda/Information Sharing:
<p>1. Potential Committee Changes for AY14-15</p> <p>a. Has been presented to cabinet for review, but has had no action from cabinet. Specific changes to specific committees with the addition of a student success committee as a new committee. PRC and Finance is being combined into one committee. Ankie suggest these changes be the result of assessment results, from each committee, not from other sources. Otherwise there is no need for assessment. Other members agreed. Question from Jimmy on ex-officio, rather than be subordinate to committee, why not just be a member of the committee, its more affective. Directors do not work for committees, and should be members, not ex-officio. Joey explained the thought behind the creation of student success committee, mentioning RAR is too broad and ineffective for retention purposes. There will be a one-day training sometime in August, prior to instruction, for new committee heads.</p> <p>b. Recommendations from M-Team</p> <p>i. Can we see the assessment for what the problem is with current structure?</p> <p>ii. Directors be member of various committees, not ex-officio. Ex-officio implies sub ordinance to committee. Would make committee much more effective.</p> <p>iii. We support creation of student success committee, separate retention from RAR. It is “student centered”.</p> <p>iv. Clarification, committees are for dialogue and recommendation, they do not dictate</p>

nor decide for administrative offices.

- v. Assessment should remain with CAC, M-Team will focus on non-academic assessment.

2. Updates

- a. IRPO waiting for VPIEQA to complete review of measures of success indicators. Joey indicated some indicators have been added. Several indicators have been added for strategic directions. No new news on targets at this time.
- b. VPAS and Acting VPSSA were tasked to work with M-Team for non-academic review 2nd phase, looking at services offered by offices.
- c. For consideration: Rencelly suggests we find a way to make meetings more effective, alternatives to face to face meetings, managed electronically.
- d. Ankie received an executive directive from Governor of Pohnpei to prepare plans for the forecasted el-Niño weather event that is expected. Emergency group for the college has met twice and discussed the expected el-Niño and the measles situation in meetings with public health officials with WHO guest. Vaccinations have begun. National Residence hall and some staff have been immunized with plans to return during next registration.
- e. IT director mentioned a new ID system now in development for deployment in the near future for all campuses. Office heads should keep in mind for potential changes to their operations.
- f. Joey, enrollment: summer 2014. By end of day tomorrow, official numbers will be set due to late registration at Yap campus. As of now, 993 students are enrolled, we are 26% below projection in terms of headcount. N 21% below, P 24% below, C 42% below, K 10% below, Y (so far) 90% below projection. Per credit numbers are similar with exception of Kosrae. Short by over 2000 credits overall. The trend for summer and last couple of semesters is similar. We are interested to see what happens next fall. Changes to Pell and other changes need to be readdressed.

3. Meeting adjourned at 3:10PM

Comments/Upcoming Meeting Date & Time/Etc.:

- Next meeting is on July 1, 2014.

Handouts/Documents Referenced:

- Email communication from VPIEQA re: Potential Committee Changes for AY14-15

College Web Site Link:

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Prepared by:

Gordon Segal

Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:

Jennifer Helieisar

Date Submitted:

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

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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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From: Frankie Harriss <frankieh@comfsm.fm>
Subject: FW: Potential Committee Changes for AY14-15
Date: June 12, 2014 12:29:18 PM GMT+11:00
To: Jennifer Helleisar <jenniferh@comfsm.fm>

Jennifer,

For management team information and discussion.

Thank you -Frankie

Please read this carefully and PLEASE begin dialoguing with your constituents for feedback. Please do more than forward this email and have some conversations with others prior to putting forward your committee's decisions. I need to receive a formal memo with supporting minutes (from CoC or your committee or div chair meeting).

We had a committee discussion in cabinet, and I shared that discussion with the campus deans during the BOR meeting. No decisions have been taken yet, as input is desirable. However, I would like decisions prior to the upcoming AY, so am inviting your divisions and committees and CoC to submit your recommendations/input regarding these suggestions for improvement by the end of June, as we need July to implement and prepare for any changes made. So, please send your formal input by 30 June 2014. Most of these items are in response to both formal and informal recommendations for improvement from various constituents.

DAP, please share this with Division Chairs and ICs to also dialogue with their faculty.

1. Combine the PRC and FC as nearly every time they have business, it applies to both committees and they work to find a joint time for meeting (which is difficult to ensure 100% attendance for both groups). Both committees have low numbers of faculty participants and PRC members have expressed some frustration in understanding what they can and should be doing. Meetings for PRC have been minimum to none for most of last academic year (AY). Finances are Resources, so the overlap would always remain and we can eliminate redundancy, have a larger group, and ideally more robust dialogue and participation. Also, PRC has not elected officers, so a good time to go ahead and merge the groups prior to Aug.
2. Change the meeting day/time for the combined PRC/FC to a time that will encourage more faculty participation. Thursday at 3pm and Friday at 4pm also likely explain low faculty participation/membership.
3. Remove the R=retention from the RAR Committee to just be the RA = Recruitment and Admissions Committee. VPSS affirmed the RAR committee rarely, if ever, deals with retention issues.
4. Add a Student Success Committee, which would include the R= retention function from the RAR (potential RA) committee. Student Success is a strategic direction, something USDE expects us to be facilitating, and frankly our most important job! This committee will range from student life, counselling, tutoring, collaborations between IA/SS and other units to support student success which includes

metrics such as retention, course completion rates, graduation rates, time to graduation, etc. And, I hope the nearly 30 members of RAR will split up with some going to this committee.

5. CoC need only meet monthly. The CoC was devised prior to the existence of the EC. Adding EC put a rather large burden on the chair of CoC who must then prepare for her own bi-weekly meetings, then CoC bi-weekly, then EC bi-weekly. In reality, with the addition of EC, CoC can conduct business once monthly, and can always meet more if necessary.

6. Receive a recommendation from committees who do not presently have ex-officio admin that they would like to invite a relevant member of the admin to join their committee for tasks, guidance, support, and historical and policy knowledge. These would be non-voting members. Remember, admin should already be involved with your committees, but if not, we would like a formal invitation from your committee, supported by committee minutes, if you would allow the admin person to be ex-officio. If not, do understand, admin will still need to task your committee with work (by that I mean documents, processes, procedures, etc for input and recommendations to improve).

7. CAC has noted they are not keen to have the A = assessment to the IA administration. However, the CAC is composed primarily of the IA supervisors (division chairs/ICs) who are given release time, run faculty divisions, run faculty functions for a campus, and are thus immediate supervisors. If the folks who are paid to oversee divisions/campuses and given release time are not the ones who should be most involved in academic program assessment and decisions around those assessment results...who should be? It is likely too late for this coming AY to make such a big change to the CAC, but please dialogue more about how this would then evolve and who is responsible for program assessment and program assessment feedback and resource allocation decisions. This system can certainly improve, but I am not sure it is fair to put these duties on faculty who are not paid additional funds or offered release time. But, perhaps there are faculty who love assessment and would love to head just such a group. But, prior to removing the A from CAC again, there needs to be a solid plan in place for this evolution. Assessment is so important, we need to take the decision thoughtfully with a great plan. And, do please continue to dialogue with DAP and VPIA to develop something workable. CAC will not deal with non-academic program assessment.

Other: Training: I need the committee officers to be available to attend a day's training in August. The summit is Aug 6-7 and thus Ideal dates are August 11-15 prior to instruction. Please respond with the day of preference. CoC will just need to take this decision, but ideally also dialogue with your new/upcoming chairs if you are being replaced effective Aug. I need Chair, VC, and secretaries for all standing committees (unless they are off island leaders, in which case I will train them on my campus visits Aug-Sep). Also feel free to include specific topics upon which you feel you most need training. I will provide food. We should plan on 1000-1600 with a working lunch, refreshments, and drinks. That also leaves you some time with advisees in the morning (faculty). I will try to end earlier, but let us plan on 1600 in case there is robust dialogue.

Chair of CoC please give me the preferred day and then please announce to officers the day/time for a heads up. I will send reminders later.

I do not have a list of the new committee officers. Chairs, please tell me who your new officers are for AY 14-15. Thanks.

Please see me with any questions/concerns. Again, feel free to submit other formal recommendations for improvement from your committees (cover letter with attached, supporting minutes).

Thank you for your time towards important dialogue for improvement – Frankie

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Vice President for Institutional Effectiveness & Quality Assurance

Accreditation Liaison Officer

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