

College of Micronesia FSM

Committee Minutes Reporting Form			
Committee or Working Group		<i>Council of Chairs</i>	
Date	Time	Location	
Friday, September 26, 2014	13:00	President's Conference Room	
Members Present			
Titles/Reps	Name	Present	Absent
Curriculum & Assessment	Susan Moses	X	
Human Resources	Marylene Bisalen	X	
Finance (Acting secretary)	Monty Vierra	X	
[Proposed Student Success Committee]	TBD		
Recruitment, Admission and Retention	Jeff Arnold		Ill
Information, Communication, and Technology	Shaun Suliol		Off-island
Facilities & Campus Environment (Acting chair for the meeting)	Represented by vice chair Ringlen Ringlen	X	
Faculty and Staff Senate Vice Chair/Faculty representative	Kasiano Paul	X	
Additional Attendees			
Agenda/Major Topics of Discussion:			
Approval of minutes Officer elections Information sharing			
Discussion of Agenda/Information Sharing:			
Approval of the minutes of 29 August 2014 meeting was postponed until next meeting.			
Actions Taken			
Election of Officers			
The members present elected Jeff Arnold chair, Kasiano Paul vice-chair, and Dana Lee Ling secretary by unanimous voice vote in each case.			
Committee Reports			
Members then reported on their respective committees.			

Chair of the Human Resources committee reported on the HRC meeting of September 25, 2014. It was her first time to chair the meeting. The chair went over HRC's TOR, Final Review Process, and the HRC Policy Development Plan in 2014-2015. HRC adopted the minutes of February 13 and September 12. She noted that the committee had met infrequently in the past but planned to meet more often in the future. At their next meeting, October 9, they will look at various policies related to HR.

Vice Chair of the Faculty Staff Senate said that the senate had received a proposal related to student access to drinking water and had selected its officers. The senate had also discussed training for committee secretaries; recruitment and retention of faculty; and concerns about the overburdening of faculty. The senate also was asked to look at the way some administrative policies seemed to bypass previously established procedures for implementing policy. There was also a discussion about access to mass emailing to facilitate group emails on faculty-staff business. A question was also raised about the cost of outside consultants, in particular one from New Zealand. Another question asked, "What is participatory governance in practice?" The senate is considering all of these matters.

Chair of the Curriculum and Assessment Committee said that in its last three meetings the CAC had revised its TOR, clarifying membership and responsibilities. The CAC also has been revising course outline formats in ways that pinpoint linkages between institutional, program, and course outcomes. The new formats continue to focus on the specific course SLOs to provide assessment data. The CAC is also working on revising the course modification format. Finally, the CAC was concerned about the status of the Program Prioritization Report in other committees.

Chair of the Finance Committee began his report by acknowledging receipt of the Program Prioritization Report from Maria Dison, DAP, but he said that it had not yet been raised in the Finance Committee as yet. He said that, pending instructions from Maria, he was deferring to the CAC for their input. As for the FC, it had only recently elected a chair and secretary and it was reviewing its TOR. At its most recent meeting, Danny Dumantay, the Comptroller, presented the FY16 Budget and assigned the FC to review it in October.

Adjournment

The meeting was adjourned at 1:50 PM.

Post-script added 18 October 2014: The chair elect was elected *in absentia*. When contacted, he indicated that he would not accept the position. The committee will vote to select a chair at the next committee meeting.

Documents Referenced

None

College Web Site Link: http://wiki.comfsm.fm/Committee_Minutes/Council_of_Chairs

Prepared by: Monty Vierra **Date Distributed:** 10/1/2014

Approval of Minutes Process & Responses:

Submitted by:	Dana Lee Ling	Date Submitted:	10/18/2014
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities			
Next meeting: Friday 21 November 2014			