

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

<b>Committee or Working Group:</b>	<b>Information Communication and Technology</b>

<b>Date: 03/03/2015</b>	<b>Time: 3:00pm(UTC+11)</b>	<b>Location: Board Conf. Room</b>

<b>Title/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
1. Chair – NTL S	Shaun Suliol	X		
2. Vice Chair – PNI F	Nelchor Permitez	X		
3. Secretary – NTL F	Dennis Gearhart	X		
4. KSA S	Renton Isaac	X		Hiroki Noda Proxy
5. NTL F	Monica Rivera	X		
6. NTL S	David Johnson		X	Emailed unable to attend
7. YAP S	Pius Mirey	X		
8. NAT F	Snyther Biza	X		
9. CHK S	John Dungawin	X		
10. FMI F	Alvin Sinem		X	
11. PNI S	Kenson Santos		X	
12. NTL F	Mihai Dema	X		
13. PNI F	Phyllis Silbanuz		X	Emailed unable to attend
14. NTL S	Juvelina Rempis		X	Emailed unable to attend
15. CHK F	Atkin Buliche	X		
16. PNI S	Winter George	X		
17. NAT F	Edper Castro	X		
18. PNI F	David Schelter	X		
19. NAT S	Asher Hallens	X		
20. NAT S	Vasantha Senerathgoda		X	Emailed unable to attend
21. YAP S	Ezra Yoror		X	
22. PNI S	Kanichy Yoneko		X	
20. NAT student rep.	Yuuki Omura	X		

<b>Additional Attendees:</b>	Gordon Segal
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Communications follow up by Chair from previous meeting.             <ol style="list-style-type: none"> <li>a. IT questions</li> <li>b. IEQA training</li> </ol> </li> <li>2. Meeting with VP IEQA on Standard iiiC.</li> <li>3. IT Director Gordon Segal will address the committee on the progress of Standard iiiC.</li> <li>4. Lab purchase endorsement for Chuuk and Kosrae campuses.</li> </ol>

5. Other Business from Campuses.

Discussion of Agenda/Information Sharing:

1. Communications follow up by Chair from previous meeting.

a. IT questions:

The following issues were raised at the previous meeting and here are the responses from IT Director Segal (responses in **BOLD**):

Chuuk Campus:

*There is a need for a Lab monitor for the computer lab. Is this something that IT is in charge of?*

**The lab monitor issue at Chuuk campus is a good idea, but lab monitors are hired under instructional affairs, and are considered instructional aid personnel, not IT. This is not something IT is in charge of.**

Kosrae:

*Is there policy on the use of computers to patrons of the Library who are not College affiliated?*

**COM-FSM libraries are open to the public, the computers in those facilities are also open to the public, however Our students and instructors have priority. COM-FSM policies must be observed, and usage must be limited to research and academic purposes.**

Pohnpei Campus:

*Faculty are concerned that since Cooper Etse left the College he has not been replaced. They find that Winter is being overwhelmed and service is lacking.*

**The position has been approved for refilling by Cabinet and is currently being advertised.**

National Campus:

*LRC- Concerns over the usage of social media by LRC patrons on their laptops. They regulate the use of social media in their lab, however complaining that wireless patron slowing down internet for them all.*

**At the National campus, the amount of slowdown caused by wireless users of the COM-FSM network is minimal, less than 1/4 of total usage at any time is wireless users. The perception is incorrect according to IT usage logs. Wired users far outweigh wireless users in terms of load on the network.**

Lang/Lit

*Similar issue with LRC on the use of social media, and the slowness of internet when it comes to performing academic work.*

**Internet issues are complex, IT continuously monitors and makes adjustments as needed and as they occur and change. It is a moving target, and it is dealt with as best possible as conditions change daily. Further upgrades and adjustments are a constant. COM-FSM National currently has the highest data rates of any institution in the FSM**

Math/Schi

*Attempting to call all the numbers of the National campus is always busy in the morning, and folks cant get through.*

**National has a truncated bundle of 12 available phone lines leased from FSMTC. When one line is busy, the call is rerouted to an available line in that bundle. When all lines are in use, the caller will get a busy signal.**

From FCE community meetings with students

Chuuk campus:

*Intercom between buildings for communication*

*Internet is too slow*

*Student computers need replacement.*

**We intend to replace the chuuk campus system with a pbx system that is capable of intercoms within campus.**

Internet in Chuuk state is slow, and it is a problem. COM-FSM chuuk campus has the highest adsl link available from FSMTC. As conditions change, and FSMTC has more to options to offer for chuuk campus, IT will make adjustments. Meanwhile, we will continue to control usage usage that is detrimental to the network in chuuk overall, such as P2P file sharing over the internet etc.

The computers at Chuuk campus computer labs are 3 and 1 years old, some of the newest we have available.

Pohnpei campus:

*Students cannot complete assignments during the day due to slow Internet.*

**Pohnpei campus has a very high online population compared to all other COM-FSM state campuses. Changes have been made recently to limit the number of unauthorized wifi users, as well as multiple account usage. Currently, the highest available adsl connectivity offered by FSMTC is in use at the campus, we are improving a new server room and changing the infrastructure we have at the campus to try and make possible improved data services from FSMTC.**

National campus:

*Not enough computers for student use on campus.*

*Bookstore does not stock sufficient lap top computers to meet demand.*

**It is COM-FSM policy to maintain a 10/1 computer ratio. National campus exceeds that ratio more so than any other campus. We have also greatly expanded our wireless availability, and most of our students now come to school with their own personal computing device. Since available room for computer labs is limited, and we meet our 10/1 ratio, we will continue to expand and improve our wireless capability to have enough connected access for students.**

**Bookstore purchases are not under IT.**

b. IEQA Training

Frankie Harris(VPIEQA) requested that committee members attend a workshop on technical writing with consultant David Adams. The workshops are being held on Mar 3 and 4, 2015.

2. Meeting with VP IEQA on Standard iiiC.

Frankie Harris(VP IEQA) would like to meet with the committee for technical training regarding Accreditation Standard iiiC. We agreed that Tuesday, March 10 at 1:00pm would be a convenient time for the members. We are awaiting her response.

3. IT Director Gordon Segal addressed the committee on the progress of Standard iiiC.

It is the responsibility of Gordon, with the help of the committee, to write a response regarding Standard iiiC. Gordon stressed our task is to make a factual report on how COM-FSM is meeting the standard, not engage in suggesting plans for improvement. Gordon has drafted an initial document and Shaun is going to email the draft to committee members for comment. The deadline for completing the first draft is the end of March. Edper Castro volunteered to assist Gordon.

4. Lab purchase endorsement for Chuuk and Kosrae campuses.

Three bids were submitted for the purchase of computer equipment for computer lab turnovers in Chuuk and Kosrae.

A motion was made to split the purchase between Lowmarkup(\$38,885) and Progressive Computer Services, Inc.(\$38,362).

The motion was seconded and then approved.

5. Other Business from Campuses

Chuuk campus inquired about headsets for classroom use and lab computer replacements. Gordon replied they should follow standard procedure to procure these items.

National Campus:

Monica reported the printer in A-201 was broken.

Mike Dema asked why the Smartboards were always breaking and Gordon said it is because the bulbs overheat when the electricity goes off. It was noted that the projector should never be left on when it is unattended as the battery will only last a short amount of time if the power quits and then there will be no power for the cooling fan to operate.

Snyther asked about a certain Smartboard in the agriculture building that is missing the projector. Gordon said that it is a very old board that was initially an experiment and they could no longer get parts for it.

The meeting was adjourned.

Comments/Upcoming Meeting Date & Time/Etc.: Month xx, 20xx/3:00pm

N/A

Handouts/Documents Referenced:

College Web Site Link:

<http://www.comfsm.fm/computing/techpolicy.html>

Prepared by: Dennis Gearhart

Date Distributed:

03/03/2015

Approval of Minutes Process and Response:

Submitted by: Dennis Gearhart

Date Submitted:

03/10/2015

Summary Decisions/Recommendations/Actions Steps/Motions with Timeline and Responsibilities

Action by President: (this section will be filled in by the President's staff reflecting the President's decision regarding the recommendation from the various committees)

Item Numbers	Approved	Approved with Conditions	Disapproved	Comments/Conditions