

COM-FSM Chuuk Campus
INSTRUCTION COMMITTEE MEETING MINUTES

Date: Friday, 01/29/16	Time: 12:10-1:05 PM	Location: Computer Lab
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Members Present (Quorum: 5)	Absent
<ul style="list-style-type: none"> •Rick Chiwi •Danie Mamangon • Ben Bambo, Sr. •Edson Asito •Alton Higashi • Roger Arnold •Atkin Buliche Ex-Officio: Erenca Saipwerik Guests: Kind Kanto, Roslyn Reynold	<ul style="list-style-type: none"> •Kersweet Eria

Agenda / Major Topics of Discussion:	
I. Call to Order II. Attendance III. Minutes of Previous Meeting: None. IV. Announcements(1) V. Old Business(2) VI. New Business(3) VII. Adjournment	(1) Schedule of Courses (Sum 2016, Fall 2016, Spr 2017) (2) Committee Membership (Election of Officers) Vocational Education Programming (3) Faculty Training/Development (Spr2016 Schedule) Terms of Reference (TORs): attached

Discussion on Agenda / Major Topics of Discussion

I. **Call to Order:** By Erenca with opening prayer.

IV. **Announcements:**

A. Designation of Temporary Committee Chairman: As the last chairman in previous years, Rick officially took over as temporary chairman.

B. Schedule of Courses: As Acting IC and Committee ex-officio, Erenca called upon members to complete the schedule of courses for Sum2016, Fall2016, and Spr2017. The schedule is, at the present time, a draft. When all divisions submit their recommendations, the Committee will meet again to finalize the schedule.

1. Questions arose regarding the decline in student enrollment since 2004. We need to set up an actionable plan to promote, market, and recruit high-school students to attend Chuuk Campus.
2. In addition, questions about reinstating a Third-Year Program for Teacher Preparation during the upcoming school year 2016-2017. As Dean, Kind advised Acting IC Erenca to include five Third-Year courses for potential students in the Fall2016 schedule and to set up procedures for recruiting potential Third-Year students.

V. **Old Business:**

A. Committee Membership:

1. There are, at the present time, seven sitting members. Since the Committee’s terms of reference (TORs) are not finalized, we still need to determine how members may be selected to join the Committee. Members are urgently requested to define how Committee members represent the various academic divisions.
2. Erenca recommended inclusion of Public Health as a division.
3. **CONSENSUS #1:** *That, for an extended period of time, Rick serve as Committee chairman, Danie serve as Committee vice-chairman, and Alton serve as Committee secretary.*

B. Vocational Education Programming:

1. Discussion included review of attitudes both in support of and against VocEd. To be sure, there is positive talk about including VocEd courses at Chuuk Campus, but missing are actionable plans and implementation activities. One such talk is that Chuuk should have a vocational high school.
2. A major obstacle seems to be the requirement of COMET-based admission. Another barrier is the lack of facilities, even though we have instructional equipment.
3. Roger is requested to find out more on specific and concrete, as well as actionable, vocational education plans for implementation by the Chuuk State Government leadership.

4. VocEd discussion went further to include contextual questions about how we can increase Chuuk Campus student enrollment through marketing and recruiting new students. There appears to be a consensus that we need to do a lot more to increase student enrollment for the Fall2016 semester.

VI. New Business:

- A. Faculty Training/Development: At the present time, Chuuk Campus has a “program” of “faculty development”. Unfortunately, this kind of program has no actionable plan of specific activities. We need to be specific and set up a schedule of activities to provide our own faculty with the kind of development program that fulfills our training needs. Let us not assume that we do not need to improve ourselves as faculty.
 1. Kind and Erenia need to organize our campus to set up actionable plans for faculty development.
 2. Let us begin this effort at our upcoming faculty development workshop this Friday, February 5.
- B. Committee Terms of Reference (TORs):
 1. Each Committee member received our Committee’s draft TORs (by-laws).
 2. Alton requested all to review the draft and to modify it in the next few months.

Next Meeting: To be announced.

Hand-Outs / Documents Referenced / Attachments: agenda; draft terms of reference

Prepared by: Alton Higashi	Date distributed: Friday, February 5, 2016
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Summary Decisions / Recommendations / Action Steps / Motions with Timeline/Responsibilities

- All divisions: to submit recommended courses for their divisions during the three upcoming semesters.
- All: to set up procedures on how Committee members are to be selected and therefore to represent the various academic divisions.
- Erenia and Alton: to include 5 Third-Year courses for the Fall2016 semester.
- Roger: to find out more what actionable plans are to be implemented in elevating VocEd in Chuuk.
- Kind and Erenia: to present some kind of actionable plan, at our upcoming 02/05/16 meeting of faculty, for faculty development.